



Finance Admin Assistant



Our Lady of Mount Carmel Catholic Primary
Sandringham Road
Intake,
Doncaster
DN2 5JG
Tel: 01302 349743
www.ourladymountcarmel.doncaster.sch.uk

Role: Finance Administration Assistant

Contract: Part time, Permanent, 25 hours per week, term time plus five days

Start Date: As soon as possible

Salary: Grade 6 SCP 6-11, (£25,989-£28,142) FTE, Actual Salary £15,215 to £16,476

Reporting to: Headteacher

Closing Date: Monday 10 November 2025 at 9am

Interviews: Week commencing Monday 10 November 2025

We are delighted that you are considering applying for this wonderful opportunity of Finance Admin Assistant at Our Lady of Mount Carmel Primary School, a highly regarded member of the recently formed St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 14 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

We are at the start of our journey to create a community of schools who come together to share and develop practice to create an outstanding provision of education for our young people, and as a Trust we are committed to talent spotting, nurturing and progression.

Our Lady of Mount Carmel is a beautiful school with exceptional children and a highly committed and aspirational staff. It is currently rated by Ofsted as a 'Good' School and received 'Outstanding' in its Section 48 inspection in June 2022. Our school is committed to promoting both the academic development of children alongside their growth as individuals. Strong emphasis is placed on the pastoral care of our children and promoting the wellbeing of every child.

The Governors of Our Lady of Mount Carmel Catholic Primary School are seeking to appoint a Finance Admin Assistant to join the team.

We are seeking an individual who will:

- Is well organised with excellent communication and interpersonal skills
- Has experience of general administration duties
- Has the ability to manage and prioritise tasks
- Will be fully supportive of the Catholic ethos of our school

- Strong ICT skills and the ability to learn new systems quickly
- A flexible and confident approach to work
- Is committed to children's welfare and safeguarding

We welcome interested applicants to come and visit the school, to meet the Headteacher, the staff and the students and to understand the aspirations that the school has for the future. In order to arrange a visit to the school, please contact Claire Pavlovskis, Business Manager on admin@olmcprimary.co.uk

How To Apply

Please visit <https://stfcmat.com/vacancies> to obtain the Recruitment Pack.

Please complete all relevant documentation by the closing date of Monday 10 November 2025 at 9am and send to Claire Pavlovskis, Business Manager on admin@olmcprimary.co.uk