



**St. Mary's Catholic Primary School**  
Herringthorpe Valley Road  
Rotherham  
S65 2NU  
Tel: 01709 361502  
[www.stmarysherringthorpe.co.uk](http://www.stmarysherringthorpe.co.uk)

<b>Job Title</b>	<b>Finance Admin Assistant</b>
<b>Contract</b>	<b>Permanent, 25.5 hours per week, Term time plus 5 days</b>
<b>Start Date</b>	<b>As soon as possible</b>
<b>Salary</b>	<b>NJC Grade E, SCP 7-11, £26,403 to £28,142 FTE</b>
<b>Actual Salary</b>	<b>£15,817 to £16,859</b>
<b>Reporting to:</b>	<b>Office Manager</b>
<b>Closing Date</b>	<b>Friday 20 March 2026 at 9am</b>
<b>Interviews:</b>	<b>Week commencing Monday 23<sup>rd</sup> March 2026</b>

We are delighted that you are considering applying for the Finance Admin Assistant at St. Mary's Catholic Primary school, Rotherham, within the 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 seeking to appoint a Finance Admin Assistant to join the team. This is an exciting opportunity to develop both personally and professionally, and to play a significant role in the continued success and ongoing development of our school.

We are seeking an individual who:

- 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
- has 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

Tel: 01709 914070 | Email: [admin@stfranciscmat.com](mailto:admin@stfranciscmat.com) | [www.stfcmat.com](http://www.stfcmat.com)  
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



**We will offer you:**

- A good school with a strong Catholic ethos and excellent community and parish links
- A caring and positive working environment
- Enthusiastic and confident children who enjoy all aspects of school life
- Effective, supportive and dedicated staff, governors and parents
- Opportunities to grow professionally

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher.

**How To Apply:**

For an application pack please visit <https://stfcmat.com/vacancies/>

Completed application forms should be returned to [recruitment@stfranciscmat.com](mailto:recruitment@stfranciscmat.com) by the closing date of **Friday 20 March 2026 at 9am.**

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