



St. Mary's Catholic Primary School
Herringthorpe Valley Road
Rotherham
S65 2NU
Tel: 01709 361502
www.stmarysherringthorpe.co.uk

Job Title	Finance Admin Assistant
Contract	Permanent, 25.5 hours per week, Term time plus 5 days
Start Date	As soon as possible
Salary	NJC Grade E, SCP 7-11, £26,403 to £28,142 FTE
Actual Salary	£15,817 to £16,859
Work Pattern	Monday, Tuesday, Thursday and Friday 8:15am- 12:45, Wednesday 8:15am to 4:15pm
Reporting to:	Office Manager
Closing Date	Friday 20 March 2026 at 9am
Interviews:	Week commencing Monday 23rd March 2026

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 | 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 by the closing date of **Friday 20 March 2026 at 9am.**

Tel: 01709 914070 | Email: admin@stfranciscmat.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN

