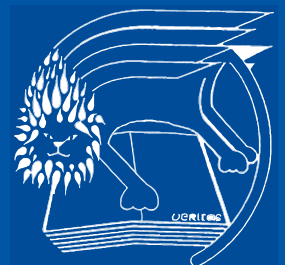


# ST. MARK'S CATHOLIC SCHOOL



## FINANCE ASSISTANT RECRUITMENT PACK

  
**Ofsted**  
Outstanding



# HEADTEACHER'S WELCOME

Thank you for your interest in the current vacancies at St. Mark's Catholic School.

St. Mark's is recognised as being one of the top non-selective secondary schools in the country and in our recent Ofsted Inspection (September 2022) we achieved 'outstanding' in every category.

St. Mark's enjoys an outstanding reputation for academic achievement based on a consistent record of excellent examination results. We are proud of the exceptional progress that our pupils make, and we are committed to the pursuit of excellence in teaching and learning throughout the curriculum. Our staff are central to the success of the school. They are experienced, highly skilled, and professional.

St. Mark's is a truly inclusive community, and we celebrate our pupils' achievements, together with providing outstanding pastoral support. Our students have an excellent work ethic, are polite and respectful. We expect all pupils to work hard, to show respect and courtesy for others and to take pride in their appearance. The continuing success of St. Mark's School is based on a positive partnership between parents, and they are overwhelming supportive of the school and appreciate the commitment of staff.

Our thriving Sixth Form greatly enhances the character of the school. Most of our Year 11 pupils continue their Sixth Form studies with us, and this is a testament to the very positive pupil-teacher relationships which are established at St. Mark's. The curriculum is challenging and enriching, and the excellent results achieved by our pupils enables them to access some of the best universities including Oxbridge. We also equip them with the skills and confidence to make a positive difference in their local communities and in the wider world, and the Faith in Action programme is an important element of our Sixth Form provision.

Academic standards and aspirations are high, but we also offer pupils the opportunity to participate in a wide variety of extra-curricular activities which develop their unique gifts and talents, together with their self-esteem and positive relationships. I encourage you to read our school newsletter 'Veritas' to discover the wide range of opportunities available to our pupils and browse our website to gain a greater insight into our school community.

If you have any questions about the post or the school, please do not hesitate to contact us. I hope that you pursue this opportunity to work at St. Mark's. We would be delighted to receive an application from you.



Andrea Waugh-Lucas  
Headteacher

# A DISTINCTIVE AND INCLUSIVE CATHOLIC COMMUNITY

## St. Mark's Mission Statement

**'Committed to putting our faith into action and embracing excellence in all that we do'.**

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

We take pride in our core values which underpin everything that we do:

1. St. Mark's is a loving and joyful Catholic community centred around a love of God, and the person of Jesus Christ, whose values and attitudes inspire us to live out our faith in action.
2. Our unwavering dedication to academic excellence enables all students to make outstanding progress and have the best possible opportunities in life.
3. We strive for all members of our community to fulfil their God-given potential and to develop skills, abilities and attitudes that enable them to transform society and bring about a better world.
4. Exceptional relationships enable us to achieve success in all we do, and we nurture compassion and understanding, helping one another to develop the confidence to thrive and be the best that they can be.
5. We are a diverse and inclusive community, and we show love, care, and respect for each other as equal and valued members of our community and children of God.
6. We ensure students are at the heart of everything we do, and we are committed to their spiritual, intellectual, moral, cultural, and social development.
7. We have a clear and shared vision of the different attributes we want a St Mark's student to demonstrate: Strength, Teamwork, Mission, Ambition, Respect, Knowledge and we celebrate and reward our students for displaying them.
8. We work closely with parents to help our students develop clear moral principles which will guide them throughout their lives.
9. We support the spiritual development of staff and students through prayer, reflection and collective worship, and provide opportunities for all to respond to the challenges of Catholic Social Teaching.
10. We are dedicated to providing all students with inspirational learning experiences, through our own passion for life-long learning that extends beyond school.

St. Mark's is an inclusive community, and we welcome members of staff from all faiths or no faith. This diversity enriches our school community. We seek to develop and utilise the gifts and talents of all staff and students, and we are committed to equal opportunities.

# COMMITTED TO EXCELLENCE

Our School Improvement Plan is set firmly within the context of our Mission Statement, and it includes the key areas which will be further developed as we continue to pursue excellence in all that we do. There are 6 key aims that will form the basis of the annual School Improvement Plans over the next three years:

1. To provide a distinctive and all-inclusive Catholic education that demonstrates our commitment to Catholic Social Teaching.
2. To ensure that all students make excellent progress from KS2 to KS4 due to high-quality teaching, learning and assessment across the curriculum.
3. To provide outstanding pastoral care, within a safe and secure environment.
4. To ensure that St. Mark's students flourish as a result of effective provision for personal development.
5. To further develop the Sixth Form as a centre of excellence.
6. To ensure that leaders at all levels contribute to the outstanding education at St. Mark's.



*“Pupils thrive at this school. Leaders are ambitious for all pupils and they are determined that all pupils will be given the opportunities they need to succeed. Behaviour in lessons and around the school is exemplary, and pupils show high levels of respect to each other, to staff and to visitors. The work of the school is held in high regard by others, and leaders share their practice with other schools in the trust and in the diocese.”*

**Ofsted Outstanding September 2022**

# WORKING AT ST. MARK'S

## **St. Mark's will provide you with the opportunity to:**

- Work in one of the top non-selective schools in the country. In 2024 our Progress 8 at GCSE was 1.35, resulting in St Mark's being ranked the 14th highest-performing school in the country and the second highest Catholic school. At A Level we achieved 70% A\*-B. St Mark's has been judged as outstanding by Ofsted and Section 48 (Catholic School Inspection).
- Join an experienced, enthusiastic, friendly, and highly effective staff.
- Contribute towards and be invigorated by the school's strong Catholic ethos.
- Work with positive students whose behaviour is "exemplary" (Ofsted).
- Develop professionally and personally.
- Make a real difference to the lives of young people, particularly those in greatest need.

## **We value our staff, and we are committed to supporting their professional development and wellbeing.**

### **1. Commitment to ongoing professional learning**

- New staff induction programme tailored to the role.
- Commitment to sharing best practice within and across departments – contributes to workload reduction and efficient ways of working.
- Performance Management process that is supportive of career progression.
- Professional development opportunities – from Early Career Teacher induction to Leadership development.
- Flexible CPD available to all staff through The Skills Network and the National College.

### **2. Supporting staff wellbeing**

- Governors are committed to staff wellbeing, and we have signed up to the DfE Wellbeing Charter. Workload is constantly being reviewed.
- We have a staff wellbeing coordinator.
- We are committed to ensuring equality and celebrating diversity.
- One meeting per week limit and no meeting weeks.
- Weekly staff briefings to ensure key ideas are communicated.
- Regular line management meetings and open-door policy with SLT.
- Committed to flexible working - considered on request and according to the role.
- All teachers have a Chromebook to support teaching and learning.
- Employee Assistance Programme to support staff health and wellbeing with access to free 24 hours counselling in different formats.
- Excellent staff facilities including free tea and coffee.
- Staff association which provides gifts, flowers and cards for leavers and staff with significant life events. The Staff Association also provides opportunities to participate in staff activities and social events.
- Opportunities to participate and support in local, national, and international fundraising and awareness opportunities.
- Priority places at St. Mark's for the children of staff (after completing two consecutive years in post). Please refer to the school Admissions Policy for further details.

# TRANSPORT LINKS AND THE LOCAL AREA

St Mark's Catholic School is located in the London Borough of Hounslow, which is a western suburb of London. There are excellent transport links in this area.

## **London Underground and Southwest Railways**

There are three London Underground stations in Hounslow and the nearest, Hounslow Central, is within 10 minutes walking distance from the school. In addition, there is a Southwest Railways service at Hounslow Station which is a 19-minute walk away from the school. This means that St Mark's is perfectly located for staff living in central London and the wider suburban areas to the west of the city.

## **Buses**

The school is located on the Bath Road and has bus links with all areas in West London. This includes Twickenham and Teddington to the south, Ealing to the east and Hillingdon and Hayes to the north. Bus routes from Hounslow include Kingston upon Thames, Richmond upon Thames, and Slough.

## **Road**

St Mark's is easily accessible by road and has secure free onsite car parking for all members of staff. The school is close to the A316 and major motorways such as the M4 and the M3.

## **Location**

The school is in a rich multicultural area of West London. The River Thames runs nearby at Isleworth and Brentford and there are several parks nearby including Osterley, Lampton and Syon. For those interested in sport, there are two Premiership sports teams: Brentford (Football) and London Irish (Rugby Union). In addition, Twickenham Rugby Stadium and Wembley Stadium are in the local area.

Richmond Upon Thames, Bushy Park, Kingston upon Thames, Hampton Court Palace, and the Royal Botanic Gardens at Kew are all within a short drive, train, or bus ride away.



## FINANCE ASSISTANT REQUIRED

**START DATE: 24TH FEBRUARY 2025**  
**(OR AS CLOSE TO THIS DATE AS POSSIBLE)**

**25 HOURS OVER 4-5 DAYS, TERM TIME ONLY**

**SCALE 4 POINT 7-10 - ACTUAL SALARY £18,195-£18,991 (PRO-RATA)**

We are seeking to appoint an enthusiastic, organised and highly motivated Finance Assistant to join our finance team. The role is part-time (25 hours per week) and term-time only. The role encompasses a variety of essential finance and administrative tasks, requiring attention to detail and strong organisational skills to support our finance team effectively. Experience within an educational setting is not essential, but applicants must be able to demonstrate their financial experience and skills.

### **The candidate must:**

- Have experience working in a financial role.
- Be organised and be able to prioritise.
- Demonstrate excellent numeracy, literacy and attention to detail skills.
- Be committed to developing good relationships and working as part of a team.

### **We are offering the opportunity for you to:**

- Work in a highly successful school, judged as 'Outstanding' by Ofsted.
- Join a diverse, inclusive, and welcoming community with wonderful staff and students.
- Develop professionally and personally.
- There is free onsite parking and excellent transport links.



# JOB DESCRIPTION

## **Purpose of the role:**

### **Purchasing/Sales/Cash Management/Supplier and Payment Management**

- Process the school's online orders and record expenditure (inc. VAT) into the finance management system using the correct ledger codes and cost centres, ensuring it is up to date and accurate.
- Set up new suppliers where needed ensuring that all documentation meets the Trusts standards.
- Place orders from suppliers, including managing local accounts.
- Liaise with suppliers regarding orders, invoices, deliveries, and returns.
- Manage and oversee the processing and approval of Amazon orders linking to the school finance system.
- Record, file, and report the private school fund – income and expenditure.
- Scan all authorised invoices, orders and upload into the trust financial software.
- Processing and assisting with the BACS run.
- Process staff corporate credit card transactions into the financial management system.
- Handle money received (counting, recording and banking). Prepare collection paperwork and arrange cash collections and annual schedule in advance with 3rd parties.
- Handle authorised petty cash requests and reimbursement.
- Liaise with the Student Services office with regards to parent mail payments, trips, and activities (review and monitor funds received in the school's cashless portal).
- Raise sales invoices and post receipts.

### **Administrative**

- Manage the physical and electronic mail, including printing and distributing all invoices for signing and return, and forwarding any other financial correspondence to the Finance Manager and School Business Manager accordingly.
- Manage communication with suppliers/customers and staff including following up payments/refunds.
- Support with fundraising and lettings activities where required.
- Provide guidance to staff around processing requisitions and ordering from Amazon, using the digital systems.
- Prepare various financial reports using financial software and Excel.
- Assist the Finance Manager & School Business Manager in basic administrative duties.

### **Commercial**

- Monitor and obtain quotations for various leasing, maintenance, and energy contracts when required.
- Review renewals for financial efficiency.
- Assist in maintaining and updating the contracts register.



# JOB DESCRIPTION

## **Compliance**

- Adhere to financial deadlines and cut-off dates for the period end.
- Assist the Finance Manager & School Business Manager with audits and obtaining records when needed.
- Adhere to all financial regulations, trust policies, School financial procedures and the Financial Handbook.
- Always regard all school financial information as private and confidential.

## **Continuous Improvement**

- Work with the finance manager to keep financial processes and procedures under review to ensure efficiency and effectiveness.
- Undertake relevant CPD and keep knowledge refreshed and up to date.

## **Other**

- Undertake any other duties that may be required from time to time.

# PERSON SPECIFICATION

Qualification and Experience		
	GCSE's grade C or above (or equivalent) in English and Maths	E
	A finance qualification	D
	Experience of working in a finance role	E
	Experience of working in a school setting	D
<b>Abilities, Skills, Knowledge</b>		
	Knowledge of day-to-day financial administration, including order and invoice processing, bank reconciliations, financial reports, and account monitoring	E
	Ability to develop and maintain good relationships with colleagues and external organisations	E
	Good communication skills, both verbally and in writing	E
	Excellent numeracy, literacy, and attention to detail skills	E
	Good IT skills, including skills in MS Excel	E
	Ability to gather information, analyse data and problem solve	E
	Ability to manage own time effectively and demonstrate initiative including establish priorities	E
	Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school	E
	Ability to be flexible and work as part of a team or individually as required	E
	Ability to adhere to all financial regulations, trust policies, school financial procedures and the financial handbook	E
	Ability to adhere to the school's policies and procedures and most importantly the Equality and Diversity Policy and Safeguarding and Child Protection Policy	E
	Ability to manage and deal with confidential data/issues appropriately and maintain confidentiality	E
<b>Other Job Specific Requirements</b>		
	A willingness to promote the ethos of the school and trust	E
	Evidence of commitment to safeguarding and protecting the welfare of children	E
	A willingness to undertake further training and development within the role	E



# HOW TO APPLY

We warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit, and we will be using the Person Specifications and Job Descriptions when shortlisting.

You can access our school website for further information and an application form: [www.stmarks.hounslow.sch.uk](http://www.stmarks.hounslow.sch.uk).

Completed applications should be emailed to Mrs Sarah Gregory, PA to the Headteacher: [gregorys@st-marks.hounslow.sch.uk](mailto:gregorys@st-marks.hounslow.sch.uk).

**The closing date for applications is: 9am on Friday 7th February 2025.**

St. Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be requested prior to interview, and all appointments are subject to a satisfactory, enhanced DBS check. Please note that an online search of all applicants will be carried out as part of our legal duty to meet the safeguarding duties set out in Keeping Children Safe in Education (2024). Any questions arising from this online search may be discussed at interview.

We are an Equal Opportunities Employer and we warmly welcome applications from all suitably-qualified candidates. All applications will be considered solely on merit and we will be using the Person Specifications and Job Descriptions when shortlisting.

**We reserve the right to appoint at any stage in the recruitment process**

St. Mark's Catholic School is a member of  
The Diocese of Westminster Academy Trust (DoWAT).  
Please visit <https://www.dowat.co.uk/> for further information.

