



Chapel Street Community Primary School

Achieving excellence and making a difference for every child

Chapel Street, Levenshulme, Manchester. M19 3GH

admin@chapelstreet.manchester.sch.uk

0161 224 1269

Headteacher: Mrs Ella Hughes

Finance Officer

Salary: Grade 5 – Scale Points 13 to 19

Contract: Permanent, Term Time Only + INSET Days (39 weeks)

Working pattern: Part-time (20 hours per week) - pattern to be agreed

Start date: As soon as possible

We are delighted to offer a permanent Finance Officer vacancy to join our School Support Team. Applications are invited from committed and enthusiastic individuals for this important and rewarding role in our school. You must have a good understanding of appropriate finance and administrative processes, ideally within a school or education setting.

Our other on-line documents are an application form, letter from the Headteacher about our school and job description with person specification. You can also find further information on our website, which includes our most recent Ofsted Report, from December 2024: <https://www.chapelstreetprimary.co.uk/ofsted>

About the Post

The specific areas of responsibility for our new Finance Officer are outlined in the job description and include:

- To provide a comprehensive and accurate financial administration service to the school;
- To ensure the smooth-running and input of relevant data to the payroll process;
- To assist the Business Manager in the efficient and prudent management of the school's finances.
- Responding to all queries from a wide range of people, in an efficient and courteous manner, using initiative and creativity to resolve problems in a timely way.

About the successful candidate

As with all posts we are primarily looking for the right person for our pupils, school and community. Someone with resilience, who will work hard, in a relational way, to maintain high standards of developing, implementing and monitoring financial administrative systems in a busy office environment. Someone who can be flexible and adapt well to changing needs.

Only candidates who can demonstrate an ability to keep accurate records and a knowledge and understanding of the principles and practices of finance, and experience of working in a financial environment will be considered for this post.

Excellent team-working, organisational and communication skills are also essential, as is an aptitude with relevant ICT and some digital literacy. We are looking for someone with the ability to work independently and a strong commitment to wanting the very best for our school community. We want our Finance Officer to be passionate about working in **our** school with **our** unique children and staff.

Visits to school

Potential candidates are warmly invited to visit our school for a tour, to see for yourself why Chapel Street is such a special place to work and learn. If you would like to book a place to visit, please contact our office team on 0161 224 1269 or via email at admin@chapelstreet.manchester.sch.uk.

About Your Application

- Please read all the documentation before applying.

- Please ensure that we have full details of referees, including postal and email addresses, full professional titles, roles, and phone numbers.
- Application cover letters or 'information in support of your application' will only be considered where they are a maximum of two sides of A4 in a minimum of size 11 font.
- Application Closing Date: 9:30am on Monday 17th November 2025
- Short-listing and invites to interview sent: Tuesday 18th November 2025
- Interview process: TBC following shortlisting
- There will be a number of different elements to the interview process which will be in person, at school.

If you are excited by this post and by the opportunity to work in a really special school, then I look forward to receiving your completed application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E Hughes'.

Mrs Ella Hughes
Headteacher