



Head of School: Mrs C Docker

Required for February 2026

Finance Officer

Salary: Scale 5

St Joseph's is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. All applicants must be able to provide documentation to prove their right to work in the UK.

Our governors come from a range of different backgrounds, skills and experience but all share a common interest in wanting the best possible education for the children in our school and Pre-School.

The Governors are seeking to appoint a Finance Officer who is:

- Committed to upholding the Catholic ethos of our school.
- Enthusiastic and motivated
- Competent in the management of financial resources
- Able to work independently
- Able to develop and maintain positive relationships
- A good communication
- Able to demonstrate good IT skills and experience of using Microsoft 365
- Strong in time management skills

Training and support for the role are available to any prospective candidate.

For further information please either download the job description and application forms or contact the School Office on 01684 573016. Please contact us if you would like to visit the school.

To the successful candidate, we offer:

- A warm welcome into a friendly, hard-working team.
- Children who are happy, enthusiastic and keen to learn.
- Supportive professional development.

Applications MUST be made using the Catholic Education Service (CES) Application Form available from the school office: office@stjoesmalvern.worcs.sch.uk Completed forms, including supporting statement, should be sent by post to the Co-Chairs of Governors at the school address.

Closing Date for Applications: Monday 9th February
Interviews will take place on TBC