ST BERNARD’S HIGH SCHOOL

A Catholic Academy for Arts and Science

**FINANCE ASSISTANT**

**Full-time, term time only plus one week, 8.30am – 4.30pm**

**Ideally starting on 22 August 2025**

**Salary scale 5-6 - £24,790- £25,183**

**(pro-rata actual salary £21,776- £22,121)**

**Scale 14 - £27,334 (pro-rata actual salary £11,081)**

**September 2023 Start**

**We are looking to hire a Finance Assistant to assist in the smooth running of our Finance Department.**

The successful candidate must be proactive, organised and able to maintain information in a confidential manner. The role will involve carrying out routine tasks and maintaining accurate records under the direction and supervision of our Finance Officer and School Business Manager. Previous experience in a similar role is desirable but not essential.

Main requirements for this role are:

• Excellent I.T. skills working on platforms such as Word and Excel

• Previous experience working on the platform Access Education but not essential

• Outstanding analytical and organisational skills

• Accuracy and attention to detail skills

• Excellent communication and interpersonal skills

• Ability to work independently and as part of a team

St Bernard's High School is a Catholic girl’s school from Years 7-11 with a

co-educational mixed Sixth Form. Our school is ranked one of the top schools in Southend, and we are in the top 20% of schools across the country for our progress with students and our outcomes. It is a warm and welcoming school where our Catholic values underpin our day to day life.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard’s welcome applications from those of all faiths or none.

**Please complete the support staff application form found on our website** [**www.stbernardswestcliff.org.uk**](http://www.stbernardswestcliff.org.uk) **under School Information/Vacancies – please note we do not accept CVs**

**Closing Date: 14 July 2025, 9.00am - Interviews: w/c 14 July 2025**

*We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

Please contact the HR department for further information on [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk)

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*