



**ST OSCAR ROMERO CATHOLIC SCHOOL
WORTHING, SUSSEX BN12 5AF**



APPOINTMENT OF A SENIOR FINANCE ASSISTANT

***NJC Grade 8 (point 20 – 24) £28,371 to £31,099 per annum (pro rata)
Term-time only plus one week during the summer break and INSET days
30 hours (minimum) to 37 hours per week, working hours to be agreed***

The Governors are seeking to appoint an enthusiastic, adaptable and approachable person with the ability to support and deputise for the Business Manager in the day to day operation of financial management. Applicants must have effective oral and written communication skills and be computer literate, with GCSEs including English and Maths. Experience of working within a school would be an advantage but not essential. For further details, please refer to the Job Profile. This role would be suitable for an ambitious individuals who has career aspirations to be a Business Manager in the next two years.

St Oscar Romero Catholic School is an 11-16 mixed, oversubscribed, high achieving school, enjoying a strong reputation within the local and Catholic communities. There are currently 980 students on and we have waiting lists in all year groups.

In September 2024, the school will open Sixth Form provision for its Year 12 students and will be offering a traditional academic curriculum with some vocational qualifications.

We are a strong Catholic community, in which every member of staff contributes to the spiritual and moral life of the school. We believe in “learning together” and there is a great emphasis placed on relationships and respect within our community. We have an extremely strong code of conduct, standards of behaviour are outstanding and our students enjoy learning.

Key facts about our school:

- Outstanding GCSE results and an upward trend in all subjects
- Progress 8 score of +0.96 in 2023, placing us in the top 2% of schools in the country
- Fantastic students who are motivated, hardworking, and whose behaviour is exemplary
- Fantastic team of staff, who are collaborative, open, and supportive of the students and each other
- We were rated ‘Good’ by Ofsted in March 2018. From a recent Ofsted inspection (Section 8, 2023) the report stated ‘there is enough evidence of improved performance to suggest that the school could be judged outstanding if we were to carry out a Section 5 graded inspection now. The school’s next inspection will be a graded inspection’
- We were rated ‘Outstanding’ in our Section 48 Diocesan Inspection in July 2019

The school has a commitment to safeguarding children and all posts are subject to enhanced DBS clearance, occupational health check and verified professional references.

HOW TO APPLY

- 1 Complete the WSCC application form giving names of two **professional** referees (one of whom should be your current or most recent headteacher if applicable). **Please do not use an application form from elsewhere.**
- 2 Please ensure you complete your entire job history on the application form with no gaps in employment, even if you enclose a CV. Please explain any gaps in employment.
- 3 Send your application by email to kgodfrey@stromeros.co.uk

The closing date for application is Monday, 27th November 2023. Interviews will take place week commencing Monday, 4th December 2023