



Thornleigh
Salesian College

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Finance Assistant

Thornleigh Salesian College

HOME
SCHOOL
CHURCH
PLAY
GROUND

Closing date for applications: Tuesday 06 May 2025 – 9am

Interview date: To Be Confirmed



Our Mission Statement

Thornleigh Salesian College is a community rooted in faith in Jesus, where all are valued, loved and cherished so they can aspire for academic excellence in an atmosphere of compassion and forgiveness which seeks to reach out in service and gratitude.





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Pupils clearly display the Salesian values.

Ofsted 2024

A warm welcome to our school

Thank you for your interest in joining Thornleigh Salesian College.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School. Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils, and students in the Sixth Form, benefit from high-quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference, and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher

Please scan the QR codes below for our school policies and important reading:

Safeguarding & Child Protection Policy



Keeping Children Safe in Education



Staff Code of Conduct



Whistleblowing Policy



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Pupils show kindness towards one another.
Ofsted 2024



Job Vacancy

Finance Assistant

Grade E SCP 11-17 (£27,269 - £30,060)

Full time 37 Hours

Fixed Term 12 Month Maternity Cover

37 hours, all year round

Required As Soon As Possible

We are seeking to appoint a dedicated, highly organised and enthusiastic Finance Assistant to join our school.

Thornleigh Salesian College is a large 11-18 Roman Catholic school under the trusteeship of the Salesians of Don Bosco. Our identity as a Catholic Salesian school and the inspiration we receive from the life of St John Bosco shapes our ethos and spirit, placing the developing child at the centre of everything we do.

The ideal candidate will ideally have a good background in school finance and have relevant and practical experience of:

- Assisting with providing financial and administrative support in a school
- Managing the financial information systems relating to the order and processing BACS payments
- Deal with complex enquiries from staff, suppliers, Bolton Council and other outside agencies
- Excellent numeracy, IT, literacy and communication skills, excellent interpersonal and organisational skills, good attention to detail and will be able to deal with sensitive situations and work well within a team.

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Application packs can be downloaded from the school website at

www.thornleigh.bolton.sch.uk

Please return completed application forms to recruitment@thornleigh.bolton.sch.uk

School	THORNLEIGH SALESIAN COLLEGE
Job Title	FINANCE ASSISTANT
Grade	GRADE E – SCP 11-17
Primary Purpose of the Job	To support the School Business Manager to deliver a professional, effective and compliant finance service within the school.
Responsible to	School Business Manager

MAIN DUTIES

Finance Administration Duties

- Assisting with providing financial and administrative support to the school
- Assisting with the management and planning of school trips including the collecting of monies, producing lists to trip leaders etc.
- Request quotations and ordering of transport including coaches, vans and minibuses for educational visits, sports fixtures, trips and early bus finishes
- Communication with school bus companies re. updates etc.
- Deal with enquiries from staff, suppliers, Bolton Council and other outside agencies
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Orders, deliveries and invoices processing procedures from the delegated budget via FMS and complying with 'Best Value' principles
- Getting comparisons for goods ordered
- Manage stock of admin items e.g. Envelopes, paper, stationery etc.
- Banking of cash/cheques to school fund account
- Provide personal/administrative and organisational support to other staff including: Advise staff to obtain 'Best Value' when purchasing items for departments or whole school.
- Manage Live Register/Cashless Catering (student biometrics, thumb prints and pin numbers etc) -and liaison with students, parents, staff etc.
- Administration of the School Comms (School Gateway) Finance module
- Manage and administration of the Free School Meal system and liaise with Bolton Council
- Assist with procurement procedures, to ensure best value principles are adhered to in school.
- Monitor and manage stock in Finance office within an agreed budget, cataloguing resources and undertaking audits as required
- Ensure financial records are retained for Audit purposes and/or disposed/destroyed correctly within the given time limits.
- Obtain and keep records of BACS information for suppliers and keep updated on FMS and run the audit report monthly and get it signed off by Director of School Services

Responsibilities

- Contribute to the overall ethos, work and aims of the school.
- Comply with and assist with the development of policies and procedures relating to child protection, safeguarding, health, safety and security and GDPR, reporting all concerns to an appropriate person.
- Develop constructive relationships and communicate with other agencies and professionals.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better, bringing solutions to challenges/problems
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.

The successful applicant will be required to complete an enhanced DBS check

Person Specification

	FINANCE ADMINISTRATOR - CRITERIA	Essential / Desirable
Personal Qualities	Strongly self-motivated and personally resilient.	E
	Flexible with an ability to be able to embrace and generate change.	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition.	E
	Conscientious and diligent work ethic.	E
	High standard of personal presentation with an excellent attendance and time-keeping record.	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Ability to relate well to children and adults.	E
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within them.	E
	Ability to persuade, motivate, negotiate and influence.	E
	Commitment to the School's Salesian ethos and identity and educational purpose.	E
	Ability to build effective professional working relationships	E
	Pro-active in using initiative & a willingness to take a hands-on approach as necessary.	E
	Creative, constructive, insightful and innovative approach to problem-solving.	E
	Ability to work under pressure, prioritising own workloads to meet specified deadlines, in a situation with frequent interruptions.	E
Flexibility, on occasions and within reason, in approach to working hours.	E	
Qualifications & Experience	GCSE Mathematics and English Grades 9-4 (A-C) or equivalent.	E
	Experience of working within a finance environment	D
	Previous experience of working within a school environment.	D
	Ability to operate ICT resources effectively.	E
	Previous experience of producing data for meetings and reports.	D
	Full working knowledge of relevant policies, codes of practice and legislation.	D
Skills & Knowledge	Knowledge of finance related administration.	D
	Knowledge of GDPR/ Data Protection.	E
	Demonstrate the ability to develop, implement and maintain high quality administrative services.	E
	Good practical skills in using software applications to be able to enter and retrieve information and produce documents using Microsoft Word and Excel.	E
	Ability to plan, organise and prioritise effectively.	E
	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively to a range of audiences.	E
	Ability and desire to communicate and relate well to young people, and an acceptance that the whole school community plays a role in the education of our students.	E
	Complete discretion and confidentiality.	E
	The ability to manage highly confidential material in an appropriately sensitive way.	E
Evidence of continuous development.	D	