



Our Lady and St Patrick's Roman Catholic Nursery and Primary School

Fourth Avenue, Teignmouth TQ14 9DT

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www.olsp-rc.com



Executive Head Teacher: Mrs Cathy Blatchford

Job description

The Governors of Our Lady & St Patricks Catholic Primary School in Teignmouth are seeking to appoint a positive and inspiring Finance and Premises Assistant ASAP. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be committed to creating challenge, excitement, creativity and independence in learning
- Be dedicated to raising standards and be a good role model
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice

Purpose of Role

- To provide financial, premises, administrative and organisational support to the school in line with the Trust's policies and procedures.

Finance & Associated Responsibilities

- To place orders for goods and services, ensuring that the school's financial policies and procedures are followed at all times.
- To receipt goods on to the finance portal.
- To direct all enquiries relating to invoices to Plymouth CAST.
- To record, reconcile and bank all income received by the school on a regular basis.
- To post all credits to the finance portal.
- To support the reconciliation of the school's bank account.
- To manage the school's payments and communications software, creating new services as required and ensuring that parent and pupil information is accurate, up to date and complete.
- To ensure that prompt payment is received for services provided by the school, e.g. breakfast and after school club, sports clubs and school visits and that payment is chased if necessary.

- To identify credits received from childcare voucher providers and post to the relevant pupil's account.
- To raise invoices for services provided by the school, e.g. use of staff for moderation, ensuring prompt payment and chasing payment if required.
- To deal with all enquiries relating to finances.
- To provide financial reports from the finance portal to relevant staff.
- To organise lettings, raise invoices and ensure payment, chasing payment if required.
- To raise cheques for donations to charities and to ensure they are signed by relevant signatories.
- To support teachers with school trips, including the booking of tickets, coaches, etc.
- To identify when parents may be entitled to free school meals or pupil premium and provide relevant information and encourage take up.
- To liaise with the PTA over donations and contributions.
- To support the school office by providing general administrative support, e.g. answering the telephone, dealing with enquiries from parents, pupils, staff, visitors and contractors by telephone, face-to-face or email.
- To liaise with contractors who provide services to the school, e.g. food waste collections, waste/recycling bin collections.
- To liaise with cleaning contractors, liaising with cleaning staff when required.
- To assist in the preparation of statutory returns to agencies such as the DfE and Devon

Health & Safety and Premises

- Review and ensure the implementation of the Health and Safety Policy across the school
- Support the Evolve co-ordinator
- Organise and carry out regular fire drills and ensure record keeping is up to date
- Use the H & S system (Oshens) to record accidents, incidents and near misses
- Update pupil and staff medical information on SIMS
- Report premises issues to the Hub Business Manager and raise purchase orders for repairs and maintenance as requested
- Conduct checks on equipment not covered by external contracts
- Attend training on H & S as requested
- Maintain the key holder and asset management inventory

Required Date September 2025

Job Type: Part-time

Pay: From £14.13 per hour up to £14.84 per hour

Expected hours: 18 per week

Contract: Permanent/Part-Time

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: 13th June

Interviews: TBC

To apply please contact Mrs Brocksom - abrocksom@stncls.uk

Shortlisted candidates will be notified by email

School Website address: <https://www.olsp-rc.com/web/>