



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Job Application Pack

Finance and HR Administrator



Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T:0161 921 2300 E1: enquiries@stpatricksrchigh.co.uk
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WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the post of Finance and HR Administrator.

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne
Headteacher



Headteacher: Mrs A Byrne



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Why St Patrick's?

Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

Family Leave

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Enhanced family leave is available to support our staff with family commitments and emergencies.

Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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Job Summary

The Governors of St Patrick's RC High School are seeking a Finance and HR Administrator to join our wonderful school.

Some of the main responsibilities;

Finance

- ensuring invoices are processed in a timely manner and comply with the School Bank Account Scheme,
- ensuring debtor accounts are raised promptly and that revenue is received,
- managing any petty cash requirements
- obtaining staff signatures for deliveries
- administration of the School Fund records in compliance with set guidelines.

HR

- Build effective working relationships from first point of interaction with staff across the School
- Undertake HR lifecycle administrative activities (inclusive of contractual documentation, arranging meetings, taking meeting minutes, updating personal files, distributing and monitoring documentation etc), assisting with the HR procedures as directed by the SBM

Job Title: Finance and HR Administrator

Contract Details: Permanent/PT (4 days),
TTO + 3 weeks

Grade: 2C

Start date: February 2026

To arrange an informal visit, please contact **Jen Sykes (School Business Manager)**, by email at sykes.j@stpatricksrchigh.co.uk.

Closing Date: Tuesday 6th January 2026

Interview Date: Thursday 8th January 2026

All applications must be submitted via the Greater Jobs website.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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

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Job Description

The job description below gives an insight into the responsibilities of the **Finance and HR Administrator** and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for.

Post Title	Finance and HR Administrator
Grade	Scale 2C
Status	The post holder is accountable to the School Business Manager (SBM)
Primary Purpose of the Job	<p><i>The nature of the role demands flexibility with regard to the changing needs of the school.</i></p> <p>The core purpose of the job is to assist with the administration of finance, HR and payroll of the school.</p>
Professional Responsibilities	<p>The post holder will be given instruction and guidance and will be required to carry out the office duties set out below:</p> <p>ROLE PURPOSE</p> <p>The role of Finance and HR Administrator is a centralised support role working across all functions within the Finance and HR departments. This role will interact with employees and new starters assisting with recruitment, HR queries and processing administrative tasks throughout the Finance and HR lifecycle.</p> <p><u>Key Areas of Responsibility</u></p> <p>Finance</p> <p>To assist with ensuring the use of the school's finance support its visions and aims by;</p> <ul style="list-style-type: none">• ensuring invoices are processed in a timely manner and comply with the School Bank Account Scheme,• ensuring debtor accounts are raised promptly and that revenue is received,• managing any petty cash requirements

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- obtaining staff signatures for deliveries
- administration of the School Fund records in compliance with set guidelines,
- administration of the schools Purchasing Card transactions,
- liaison with the Office Manager to ensure an effective monitoring system is in place in relation to copier use and ensuring costs are distributed to appropriate budgets,
- ensuring that all non IT licences and copyrights are kept up to date,
- filing all payroll related documentation
- answering staff payroll queries
- input of payroll information onto SIMS / payroll system
- adhering to payroll policies and procedures, ensuring compliance with the relevant laws
- identifying, investigating, and resolving discrepancies in timesheet and payroll records
- processing monthly mileage and expenses claims

HR

- Build effective working relationships from first point of interaction with staff across the School
- Undertake HR lifecycle administrative activities (inclusive of contractual documentation, arranging meetings, taking meeting minutes, updating personal files, distributing and monitoring documentation etc), assisting with the HR procedures as directed by the SBM
- Lead HR file storage and archiving
- Systematic tracking and monitoring of staff absence and special leave requests in close liaison with the SBM and ensuring that staff fit notes are provided where required in line with procedures.
- To ensure all staff leavers are processed on SIMS and with Salford Local Authority HR and payroll Departments.
- To be responsible for monitoring staff attendance, arranging return to work meetings and recording outcomes in close liaison with the SBM

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	<ul style="list-style-type: none">• Liaising with staff re the threshold process and managing applications• Creation and ongoing maintenance of staff files.• Ensuring that new starters are added onto SIMS prior to induction and that the data manager and IT department are informed for password and email set up and staff ID badges. Ensuring all inductions are set up for new starters with their HOD/Line Manager and obtaining the paperwork for these to add to files.• Dealing with any queries/chasing of documentation (i.e. for gaps in employment for reference and DBS purposes)• Monitoring probationary periods for support staff and ensuring that reviews are taking place, paperwork is returned and a copy added to staff file.• Staying up to date on HR practices and policy, providing advice to line managers and staff• To keep all data and information of a sensitive nature secure at all times and to handle all HR, recruitment and compliance information in a discreet manner. <p>Other</p> <ul style="list-style-type: none">• Keep all relevant HR trackers up to date• Assist with ad-hoc project work• Any other duties as direct by the Finance and HR Officer• To ensure confidentiality and trustworthiness at all times																				
Contract Details	Term Time only + 3 weeks (Dates to be agreed with the SBM)																				
Conditions	28.5 Hours / week with an unpaid lunch break of 30 minutes																				
Hours of Duty	<table><tr><td>Monday</td><td>08.30</td><td>to</td><td>16.15</td></tr><tr><td>Tuesday</td><td>08.30</td><td>to</td><td>16.15</td></tr><tr><td>Wednesday</td><td></td><td></td><td></td></tr><tr><td>Thursday</td><td>08.30</td><td>to</td><td>16.15</td></tr><tr><td>Friday</td><td>08.30</td><td>to</td><td>15.45</td></tr></table> <p><i>Start and finish times can be amended if required</i> <i>Flexibility is available as to which day of the week is the non working day</i></p>	Monday	08.30	to	16.15	Tuesday	08.30	to	16.15	Wednesday				Thursday	08.30	to	16.15	Friday	08.30	to	15.45
Monday	08.30	to	16.15																		
Tuesday	08.30	to	16.15																		
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	<i>The post holder may be required to undertake paid overtime outside of normal school hours on occasion with due notice</i>
Additional:	To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note: The post holder must carry out their duties with full regard to the school's policies and in particular, Safeguarding, Equal Opportunities and Health and Safety policies.

The details contained in the job description reflect the content of the job at the date it was prepared. It should be remembered however, that it is inevitable that over time, the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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