



Science

St. Richard's Catholic College

A National Teaching School, a National Support School and a High Performing Specialist Science College



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Principal: D. Cronin, N.P.Q.H., M.A., B.Ed.

June 2021

Dear Applicant

Thank you for showing an interest in the post of Finance Assistant at our school. I hope the details provided will encourage you to make an application. St Richard's is a wonderful place to work in. You will be welcomed into a supportive community.

The college roll is at present 1027. The college enjoys an excellent reputation in the community and our numbers for admissions are over-subscribed each year. The examination results (2018-19) were 78% 4-9 grades in English and Maths and 59% 5-9 grades including Maths and English (BASICS measure). Centre Assessed Grades in 2020 were 89% 4-9 grades in English and Maths and 66% 5-9 grades including Maths and English.

Our last OFSTED inspection (2006) rated the school as outstanding as did our most recent Diocesan Inspection (November 2018). Visitors to the college often comment on our 'strong' family atmosphere, supportive ethos and Christ-centred caring environment. Pupils are positive, respectful and fully engaged in their learning. They enjoy coming to school and each is encouraged to develop to the full. Ours is a 'can do' culture with the belief that everyone can achieve. We are a National Teaching School and a Specialist Science College with High Performing Specialist School status and we have Leading Edge status, International School status, Prince's Teaching Institute 2018 Mark, Fairtrade Fair Achiever Award status, Artsmark Gold Award, Space Education Quality Mark as well as Gifted and Talented Lead School status. During 2018-19, the school was awarded three Exceptional Education Awards at Transforming level in 'Climate for Learning', 'Leadership with Moral Purpose' and 'Engagement with Stakeholders'. In 2020, we were awarded two more Exceptional Education Awards in 'Professional Learning' and 'Variety of Teaching Approaches'. Our Diocesan Inspection of November 2018 rated the school 'outstanding' in every aspect. We are ambitious to be regarded as one of the best schools in England.

The successful candidate will be extremely efficient and will be expected to have a high degree of accuracy and an ability to use his/her initiative to contribute to the smooth running and success of the finance department. This post requires good interpersonal skills, strong communication skills and the ability to work under pressure. Experience of working in a financial setting and using Microsoft office suite is essential. Experience of using SIMS and FMS would be an advantage, however, full training will be provided.

If you feel you could make a valuable contribution to the finance department then I look forward to receiving your completed application form with a supporting letter by Wednesday, 7th July 2021.

Yours sincerely

Miss D Cronin
Principal

