



St Richard's Catholic College

A High Performing Specialist Science School

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Principal: Mr P Barber, NPQH, NPQEL, FCCT, BA (Hons)



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January 2024

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 and 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.

Our last OFSTED inspection rated the school as Good. 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. In 2020, we were awarded two 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 Arbor 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 Monday, 29th January 2024.

Yours sincerely

Mr Paul Barber
Principal

Encs

