

St Charles and St Mary's Federation of Schools

St Charles Catholic Primary School

Telephone: 0208 969 5566

E-mail: info@st-charles.rbkc.sch.uk

Website: www.st-charles.rbkc.sch.uk



St Mary's Catholic Primary School

Telephone: 0208 969 0321

E-mail: info@st-marys.rbkc.sch.uk

Website: www.st-marys.rbkc.sch.uk

Finance Officer Vacancy

St. Charles and St Mary's Catholic Primary Schools Federation is made up of two vibrant, happy and diverse schools, located in North Kensington, with easy access to Ladbroke Grove tube station, Portobello Road and Notting Hill. We are passionate about the education of our children, focused on excellent outcomes and opportunities.

The Governors are seeking to appoint an experienced Finance Officer who has outstanding interpersonal and organisational skills as well as the flexibility to adapt to the challenges of the school day and of working across two schools.

The ideal candidate will have and should:

- demonstrate good experience and knowledge of finance (and ideally school finance) and be able to provide support in all matters relating to finance
- have experience of working in a busy office and dealing with the public (particularly children and parents), effective communication skills and expertise in using programmes including spreadsheet and word processing software
- have experience of education management information systems such as Arbor and other software (MS Excel, MS Word, MS Outlook) It would be an advantage to have experience of working in a school. We are looking for a self-motivated individual with an eye for detail.

The school will offer the successful candidate:

- A welcoming, supportive, friendly and vibrant establishments.
 - A dedicated, hardworking and friendly staff team, continuous professional development and the opportunity to develop your career.
 - An engaged, supportive and effective Governing Body.
 - Support from a very experienced and knowledgeable Financial Strategic Lead.
 - 16 hours a week. Days to be confirmed
- Salary: scale 5, pt 12 (on the inner London APT&C pay scale), depending on experience and skills set. Full-time equivalent pay is £34,359 per annum. Pro rata salary approximately £13,626.13. Fixed Term Contract until 20th July 2027
- Term time only
 - Start date – Monday 28th September 2026
 - Interviews: To be held on the 7th September 2026

If you would like to visit to the school and find out more about the role please contact Hania Koumi (Hania.koumi@st-charles.rbkc.sch.uk), tel. 0208 969 5566.

St. Charles and St Mary's Catholic Primary Schools Federation have a diverse workforce and we welcome applications for individuals from all backgrounds.

Application packs, including job description, are available from the school office or on-line at <https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms> or <http://www.st-charles.rbkc.sch.uk/job-vacancies-at-st-charles-school/> (support staff application form).

Completed application forms must be signed and returned ***by midday on Friday 28th August 2026*** and include copies of certificates for at least two A levels grades A* to C and a minimum of English and Maths at GCSE, grade A* to C or 4-9. Financial qualifications are desirable, for example AAT. Thank you for your interest in working at our Federation.