



BROUGHTON HALL CATHOLIC HIGH SCHOOL
Yew Tree Lane
Liverpool, L12 9HJ
Telephone 0151 541 9440 / Fax 0151 259 8448
E.mail:admin@broughtonhall.com
Head Teacher: Ms S A Clarke B.Ed (Hons), M.Ed, NPQH
Number on Roll 1166 including 159 in Sixth Form

MATERNITY COVER ROLE – PART-TIME
FINANCE & ADMINISTRATION OFFICER

SALARY RANGE: Grade 5 - £23,048 - £26,043 pro rated
21 hours per week (3 days), term time plus 5 INSET days

START DATE: Mid November to allow for hand over

END DATE: Maternity Cover role

Governors are seeking to appoint a qualified and experienced person, with a proven track record in finance, who has the ability to operate, organise and supervise financial systems within the school and contribute to the planning, development and monitoring of financial operations under the direction of the Director of Resources.

The successful candidate will be part of a small team who work hard to achieve best value and ensure school funds are spent wisely.

Experience in school financial management systems would be an advantage as would a professional accounting qualification.

The Trustees are the Sisters of Mercy

Closing Date for Applications:- Monday, 29th October 2018 at 12 Noon

Interviews to be held: Week commencing: 5th November 2018

The post will be subject to an enhanced DBS clearance and satisfactory references.

Broughton Hall High School actively supports continuous professional development for all staff and follows a whole school approach to staff performance and development.
Broughton Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.