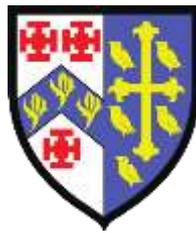


**Thank you for your interest in the
Finance Assistant position
and your interest in joining the
Archbishop Ilsley family**



Proudly part of the St Teresa of Calcutta Multi Academy Company



Welcome from our Head Teacher



The ethos of Ilsley is quite simple: as a Catholic school, we want pupils, students (and staff!) to “let (their) light shine.” We want pupils to believe in themselves and strive to fulfil their vocation, whatever that may be. Each member of staff has a crucial role to play in this, whether they are teachers, technicians, administrators or part of the finance team.

The finance team at Archbishop Ilsley is a friendly, highly efficient and very successful team. With a school budget of nearly £10 million pounds, keeping track of spending, sending out and processing invoices and monitoring department capitation is a crucial role.

We have great facilities: you will be based in a spacious, calm and friendly admin office at the front of the school. The team you will work with are all highly capable and will support you as you settle into your new surroundings. We also have an excellent relationship with the CFO and finance team at the St Teresa of Calcutta Central Office, who will also share their expertise with you and the induction process is excellent.

I hope you find this application pack informative and useful. I imagine you have already browsed our new website. If you click on the communication tab, I recommend you read our fortnightly ABI Update, you will also get a flavour of what day-to-day life is like at Ilsley. You could also read some of the posts from our Twitter account @ABIlsey. I also recommend you come to visit the school. Simply email recruitment@ilsley.bham.sch.uk and Adam would be happy to give you a tour and their opinion about what it is like to work here.

I look forward to receiving your application and meeting you in person.

Ciaran Clinton

Welcome from the Strategic School Business Manager

Dear potential candidate

Thank you for your interest in the role of Finance Assistant here at Archbishop Ilsley Catholic School. I am delighted that you are considering apply for a role within the finance department here. This position plays a vital role in supporting the smooth and effective running of the school. At ABI, our mission is rooted in service, integrity and a commitment to providing our pupils the best opportunities. As a member of the finance team, you will directly contribute to our mission by helping ensure our resources are well managed, transparent and aligned with our needs.

You will be joining a friendly and professional work environment where we encourage development and every member of staff is valued. I look forward to learning more about you, your experiences and what you could bring to the role.

Thanks,

Adam Hicks



Finance Assistant
Salary GR3 £27,254-£33,699
Full time (36.5hrs all year round)
Permanent contract

Archbishop Ilesley are looking to recruit a dedicated Finance Assistant to join our high-performing support staff team and contribute to the smooth running of our school. This role plays a vital part in ensuring our financial processes are accurate, efficient, and aligned with our mission to help every pupil use their God-given talents to succeed academically.

The position would suit someone with strong organisational and numerical skills and a high level of attention to detail. Whether you are already working in a school environment or looking to bring your finance experience into the education sector. You may be a recent graduate seeking to begin your career in finance, or an experienced professional looking for a rewarding role in a values-driven setting.

We are seeking someone who can work with integrity, maintain confidentiality, and support the Catholic ethos of Archbishop Ilesley while contributing positively to our busy finance team.

Archbishop Ilesley is a large, oversubscribed Catholic Secondary School in Acocks Green, on the border of Hall Green and Yardley, that caters for pupils between the ages of 11 and 18. There are 210 pupils in each year and the Sixth Form is predicted to grow considerably over the next five years. OFSTED rated the school 'good' in the last graded inspection. Our GCSE results are strong; the percentage of pupils achieving a good pass in Maths and English has increased by 10% in two years.

This position is only available for candidates who have the right to work in the UK. We regret we cannot sponsor candidates from abroad or provide a work visa.

Closing date: Monday 15th December at 9:00am

Please send your completed CES application form to recruitment@ilsley.bham.sch.uk

Person specification for the role of Cover Supervisor

Criteria	Essential	How identified
1. Education and Qualifications	A. GCSE or equivalent including Maths and English at Grade C (or 4) or better	A. Application
2. Relevant Experience	A. Evidence of recent relevant experience and organisational ability, either in schools or elsewhere that demonstrates management. B. Evidence of relevant experience in a similar role within finance.	A. Application/Supporting statement/Interview B. Application/Supporting statement/Interview
3. Specialist knowledge	A. Ability or potential to use and interpret data. B. Ability to find solutions to complex problems.	A. Supporting statement/Interview/References. B. Supporting statement/Interview/References
4. Interpersonal skills	A. Ability to relate to teachers, other professionals, parent and pupils. B. Ability to work as a member of a team and on own initiative.	A. Supporting statement/Interview/References B. Supporting statement/Interview/References
5. Other	A. Ability to support the Catholic ethos of the school. B. Willingness to undertake training as required. C. Excellent attendance and punctuality.	A. Supporting statement/Interview B. Supporting statement/Interview C. Supporting statement/Interview/References

Post Title: Finance Assistant

Start date: January 2026, or as close to.

Post Purpose:

To uphold the Catholic Life and Mission of the school.

To support the general administration of the school with particular responsibility for certain finance and administration functions.

Reporting to: Strategic School Business Manager

Working Time: Full time – All Year Round

Salary/Grade: GR3

Disclosure Level: Enhanced

General Duties

- To support the efficient and accurate management of the school's financial processes in day to day operations
- To provide high quality admin and finance support to staff, suppliers and stakeholders.
- To support the Catholic ethos of the school.

Specific Duties

- To follow all agreed school policies and procedures
- Collection, counting and banking of cash.
- Maintenance of appropriate financial records relating to FSM/PP.
- Raising orders and invoices.
- Processing of payment and inter-cost journals.
- Supporting staff in the administrative side of school trips and educational visits.
- Responsibility for the unofficial funds of the school, collating, counting and banking of cash and maintenance of appropriate financial records
- Filing of financial paperwork and adhering to retention periods.
- Any other duties as commensurate within the nature and level of responsibility of the post under the direction of senior staff.

Professional Standards

- a. Support the aims of the school to promote a 'learning community'.
- b. Treat all members of the community, colleagues and pupils, with respect and consideration.
- c. Treat all pupils fairly, consistently and without prejudice.
- d. Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- e. Promote the aims of the school by attendance at and participation in events such as open evenings, options evenings and the like (as appropriate to their responsibilities.)
- f. Support the ethos of the school by upholding the behaviour code, uniform regulations, etc.
- g. Take responsibility for their own professional development and participate in staff training when provided.
- h. Reflect on their own practice as well as the practices of the school with aim of improving all that we do.
- i. Read and adhere to the various policies of the school.

- j. Participate in the management of the school by attending various team and staff meetings.
- k. Undertake duties as prescribed within school policies.
- l. Ensure that all deadlines are met as published in the school calendar.
- m. Undertake professional duties that may be reasonably assigned to them by the Head Teacher (e.g. cover, etc).
- n. Be proactive and take responsibility for matters relating to health and safety.

This job description may be amended at any time in discussion between the Head Teacher and yourself but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signatures:

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....(Teacher) Signed.....(Head Teacher)

Dated.....(Teacher) Dated(Head Teacher)

What staff say about working at Archbishop Ilsley Catholic School

“Staff are really friendly...really supportive... not judgmental.” Male maths teacher

“Colleagues are fantastic... very supportive.” Female maths teacher

“I love it... so glad I made the move.” Female RS teacher

“It’s lovely here... people are so kind... offering to do things for you.” Female PE teacher

“We’re a great unit... we’re a family.” Male DT teacher

“Everyone made me feel welcome.” Female member of the admin team

“Staff are phenomenal... we’re a community.” Male RS teacher

“I absolutely love it here.” Female D&T teacher

“I really like working here... staff are great.” Female member of support staff

“People are lovely... very supportive of each other. It’s not just a job.” Female maths teacher

“I love working here... I 100% feel at home.” Male Humanities teacher

“I’m not Catholic but I don’t feel excluded... we’re one big family.” Female Humanities teacher

“I feel privileged to work here.” Female TA

“There is great camaraderie... there is a buzz in the staffroom.” Female TA

“Staff are really talented and loyal and willing... people care.” Female English teacher

“We have phenomenal staff... we have the best middle leaders.” Male member of SLT

“I love this school... there are so many amazing people here... the pastoral team are amazing.” Female member of support staff

“I feel really lucky to work here.” Female PE teacher

“Ilsley is the centre of the community.” Male PE teacher

“I love this school... I love teaching here.” Male Humanities teacher

“Teachers are so open minded... they say ‘we’ll try it’.” Male TA

“Archbishop Ilsley is an extension of our own family.” Female D&T teacher

“I don’t think there is a person I would go to for help, and they would say no... it would be a ‘YES’ – without a doubt.” Female Art teacher

Staff happiness is our priority. Things that make Ilsley a special place to work

1. Fantastic, talented and welcoming staff.
2. A swimming pool! (Staff can swim between 7am and 8am Tuesday and Thursday)
3. Wednesday football after school on the astroturf
4. Friday basketball
5. The only secondary school to have a float in the annual St Patrick's Day Parade
6. A welcoming and friendly staffroom
7. Secret Saints/Brothers and Sisters
8. Wellbeing Wednesday
9. Blue Monday treats
10. An understanding of those juggling work and family life – time off for children's first day at school, nativities, sports day etc
11. Duke of Edinburgh – the best in Birmingham. A must for lovers of the outdoors and we're always looking for more volunteers.
12. A supportive and understanding SLT
13. No unnecessary meetings
14. Strong Union membership and SLT fully supportive of workload at 1265
15. A workable marking and feedback policy
16. Great extra-curricular opportunities (theatre, House of Parliament, dance competitions, Berlin, Battlefields, Global Links – including a Year 12 trip to Peri)
17. Whole school events for the KS3 pupils (Y7 Blackwell and summer disco; Y8 Valentine's disco)
18. End of term celebrations
19. Cycle to Work scheme
20. Free flu vaccination

Safeguarding commitment

Archbishop Ilsey is committed to safeguarding and promoting the welfare of all its pupils. We believe that:

- Our young people have the right to be protected from harm, abuse and neglect;
- Our people have the right to experience their optimum mental and physical health;
- Every child has the right to an education and young people need to be safe and to feel safe in school;
- Young people need support that matches their individual needs, including those who may have experienced abuse;
- Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs;
- Our young people should be encouraged to respect each other's values and support each other;
- Our young people have the right to be supported to meet their emotional, social and mental health needs as well as their educational needs. Our school will ensure clear systems and processes are in place to enable identification of these needs. Including consideration of when mental health needs may become a safeguarding need;
- Our school will contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, biphobic, transphobic and cyber bullying), exploitation, extreme behaviours, discriminatory views and risk-taking behaviours.

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse and considering when mental health may become a safeguarding issue.

Please be aware, as part of our rigorous safer recruitment process, we will undertake the following pre-appointment checks if you are successful on the interview day:

- Verification of identity – including an original birth certificate;
- Eligibility to work in the UK;
- An online search;
- DBS Barred List;
- Enhanced DBS check;
- That you are not subject to a prohibition order or GTCE restriction;
- Qualifications;
- QTS certificate;
- Overseas check may be made if you have lived abroad;
- Two references will be requested and verified.

This position is only available for candidates who have the right to work in the UK. We regret we cannot sponsor candidates from abroad or provide a work visa.

As a new employee you will be expected to uphold and promote our strong safeguarding culture.