

Applicant Information Pack



ST. MARK'S CE SCHOOL
ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Executive Headteacher Message

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all-through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Finance Officer Role

Finance Officer

Grade 6 – FTE £28,792 - £31,022 per annum

Actual Salary: £26,632.60 - £28,695.35 per annum

Hours: 37 hours per week (8.30am to 4.30pm Mon to Thurs and 8.30am to 4pm Fri - a later start of 9am is possible).

Permanent Contract: 39 weeks term-time plus 3 weeks in school holidays - Easter & summer (working 42 weeks a year/10 weeks holiday per annum)

Start Date: As soon as possible

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our core Christian values of love, belonging and service are nurtured and modelled through high standards by excellent staff.

We are seeking a highly organised, proactive and detail-oriented full time Finance Officer to join our busy and supportive school team. This is an excellent opportunity for someone with strong financial and administrative skills who thrives in a fast-paced environment.

Working closely with the School Office Manager and reporting to the School Business Manager and senior leadership team, you will play a key role in managing the school's day to day financial processes and supporting effective budget planning and monitoring.

Main duties will include:

- Setting up new suppliers, placing orders and processing purchase invoices
- Booking trips, courses and events
- Dealing with purchase and budget enquiries
- Monitoring deliveries
- Assisting with year end returns, payroll and budgets

This is an excellent new opportunity for someone with good administration and financial skills who enjoys working in a busy but rewarding all through school environment.



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Why work at St Mark's

Staff Benefits

At St Mark's CE School we are committed to supporting the wellbeing, development and work life balance of all of our staff. We offer a range of employee benefits including:

- Employee Assistance Programme through Spectrum Life providing:
 - 24/7 confidential counselling for staff and their families
 - Access to a wellbeing studio
 - Coaching pathways
 - Fitness, nutrition and wellbeing support
 - Benefit Hub discounts and rewards for shopping, leisure & travel
- Excellent Local Government Pension Scheme offering a guaranteed income in retirement, family protection and ill health protection (subject to scheme terms and conditions)
- Free secure on-site parking
- On site hot and cold food options
- Professional Occupational Health support
- Supportive leadership team
- Access to online professional training through the National College and TES
- A positive staff wellbeing culture where colleagues feel valued and supported
- Modern, high specification buildings and facilities
- A diverse and inclusive school community rooted in Christian values, belonging and respect



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Job Description

Financial Administration

- Manage all day to day financial purchase ledger transactions and invoice processing on Business World in line with school financial regulations and procedures.
- Set up and maintain new and existing suppliers accounts ensuring all required documentation and approvals are obtained.
- Process invoices for payment, ensuring correct coding, approval and compliance.
- Reconcile purchase orders, invoices and goods received records, investigating and resolving discrepancies, where required.

Ordering and Deliveries

- Place orders and set up purchase orders ensuring best value for the school.
- Monitor deliveries, checking goods received against purchase orders and delivery notes.
- Record goods received on the financial system and follow up any discrepancies with suppliers or staff.
- Maintain accurate records of orders, deliveries and outstanding items.
- Book trips, coaches, events and courses and provide support with the financial administration of all bookings and payments.

Budget Support

- Support the School Business Manager in maintaining accurate records and reports on financial systems.
- Monitor departmental budgets and expenditure, providing termly reports on spend against budget for budget holders, School Business Manager and SLT.
- Provide termly accurate financial and budget information for Governor Meetings.
- Identify potential overspends or anomalies and report to the School Business Manager.

Year End and Financial Processes

- Support financial year-end procedures with SCC including checking outstanding commitments and ensuring invoices are processed within deadlines.
- Assist in preparing financial information required for internal and external audit.

Other Duties

- Assist with processing and checking payroll, as required and reconciling payroll report.
- Work collaboratively with other members of the support and administration team, providing cover, answering the telephone and maintaining continuity of service during absences or peak periods, as required.
- Maintain a working environment compliant with all health and safety and GDPR data protection requirements.
- Safeguard and promote the welfare of children and young people, reporting any concerns to the Designated Safeguarding Lead (DSL) or Senior Leadership Team promptly and in confidence.

This job description is not exhaustive and may be reviewed and amended from time to time in consultation with the post holder and School Business Manager to reflect the changing needs of the school.

Person Specification

Description	Essential	Desirable
GCSEs including English and Maths	X	
An experienced book keeper or accountancy qualification (e.g. AAT or equivalent), or working towards one.	X	
Experience of sales and purchase ledger accounting systems, Excel and budgets.	X	
Self motivated with a strong sense of ownership and accountability for delivering outcomes.	X	
Lifelong learner with the enthusiasm for further training and professional development.	X	
Proactive and solution focused with the ability to take the initiative and see tasks through to completion.	X	
Good verbal and written communication skills.	X	
Good sense of humour, teamwork, resilience and perseverance.	X	
Commitment to maintaining confidentiality and awareness of GDPR.	X	
Ability to manage own workload effectively and to prioritise tasks to meet deadlines in a busy working environment with competing priorities.	X	
Willing to go the extra mile to ensure high quality service delivery when required. Reliable and professional approach to work.	X	
Experience of working in a school or local authority environment.		X
Experience of using Business World or Access financial systems.		X
Knowledge of school finances or Local Government budgeting processes.		X

How to apply

For more information about our school and to apply, visit our website using the link below and please fill out our 'support staff' application form: <https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

Completed applications should then be emailed to: recruitment@st-marks-southampton.org.uk

If you require any further information on the role or would like to visit our school in action, please telephone the HR Officer on: 023 80772968 extension 20056, or email: hr@st-marks-southampton.org.uk

Closing date: 11:55pm, Sunday 17th May 2026

Interview date: TBC

We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate. Early applications are therefore strongly encouraged.

Unfortunately we do not have the ability to support sponsorship.

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.



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