

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

Part-time Finance Officer

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

Actual Salary: £14,396.00 - £15,511.00 per annum

Hours: Minimum 20 hours per week (ideally 9am - 1pm – Mon to Fri)

Flexibility to provide additional hours, where required.

Contract: 39 weeks term-time and 3 weeks in school holiday period (42 weeks)
(ideally during part of Easter and summer)

Start Date: As soon as possible

We are seeking an organised, self motivated and friendly Finance Officer to join our existing finance/administration team to support the day to day operation of the financial management of the school. You will play a key role in:

- 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

- Raise purchase orders on Business World in line with school financial regulations and procedures.
- Set up new suppliers 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.
- Support the administration of bookings and payment of trips, events and courses.

Budget Support

- Support the School Business Manager in maintaining accurate records and reports on both Business World and Access financial systems.
- Assist in monitoring departmental budgets and expenditure.
- Identify potential overspends or anomalies to the School Business Manager.

Year End and Financial Processes

- Support financial year-end procedures 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.
- Work collaboratively with the Finance and Administration team, providing cross cover and maintaining continuity of service during absences or peak periods, as required.
- Maintain a working environment that 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	
Good numeracy and attention to detail.	X	
Experience of working in a financial or administrative role.	X	
Awareness of basic purchasing and budgets.	X	
Experience of Microsoft applications including Excel or Google systems.	X	
Self motivated, with the ability to work unsupervised and as part of a team.	X	
Good verbal and written communication skills.	X	
Good sense of humour, resilience and perseverance.	X	
Commitment to maintaining confidentiality and awareness of GDPR.	X	
Good organisational skills and ability to manage competing priorities.	X	
Reliable and professional approach to work.	X	
Lifelong learner with the enthusiasm for further training and professional development.	X	
Flexible and willing to support wider school administration, where required.	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 or Local Government budgeting processes.		X
A relevant finance or accounting qualification (e.g. AAT or equivalent)		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: 12noon, Wednesday 15th April 2026

Interview date: TBC

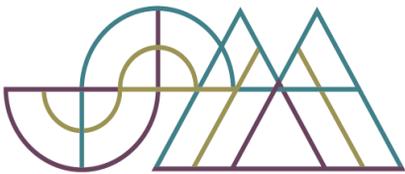
We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate. Early applications are therefore strongly encouraged.

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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