

Purchasing and Finance Assistant required

Permanent

**30 hours per week, 41 working weeks per year (Term Time + 2 weeks)
Scale 3 pts 6-9; actual part time salary £14,623 - £16,019 per annum.**

St Joseph's is a successful Catholic college in Swindon. Our aim is to reflect the Christian values proclaimed in the Gospel by providing a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually. We want our students to leave the College with good academic qualifications. We hope they will be resilient young people who are responsible for themselves and the effects their actions have on others.

To achieve these aims we need the very best staff. People who share our vision of the potential we see in our young people and are passionate about giving them the opportunity to learn to be the best they can be.

We are looking for an enthusiastic and competent individual to join our Finance Team. Candidates must have good organisational skills and be able to work on their own initiative as well as part of a team.

Please submit your application form and covering letter to the Principal

Closing date: Sunday 31st January 2021 **Interviews:** W/C 1st February 2021

St Joseph's is committed to safeguarding and promoting the welfare of young people and all posts are subject to a Disclosure and Barring Service check.

All employees must respect and support the aims and objectives of our Catholic College, applications are not limited to those of Catholic faith

The College workplace is currently under represented in individuals who identify as other than heterosexual. We would welcome applicants from these backgrounds and may use positive action as part of the recruitment process