



# Evelyn Street Primary Academy & Nursery

Evelyn Street  
Warrington  
WA5 1BD

Telephone: 01925 495567  
Email: [evelyn.office@wpat.uk](mailto:evelyn.office@wpat.uk)  
Headteacher: Mrs L Smith

**Part of Warrington Primary Academy Trust** | Together We Forge Our Tomorrows

## **Finance/Admin Officer Part Time**

Commencing IMMEDIATE START or ASAP

Grade 5 (Scp 8)

The post is term time (plus 2 weeks) 20 hours a week

Warrington Primary Academy Trust and The Governing Body of Evelyn Street Primary School would like to appoint an experienced and motivated Finance Officer to join an excellent team of staff.

Applicants are required to:

- The successful candidate will have confidence and experience in finance, book-keeping, budget planning and implementation, procurement and Governance
- Have knowledge of school Financial Management Systems preferably PS Financials although training will be given
- Enjoy work and be ready to become an integral part of the team
- Have good interpersonal skills
- Demonstrate excellent communication skills
- Be highly organised, reliable and able to use time management skills effectively
- Have a genuine passion for your work, belief that anything is possible and commitment to make a real difference to the lives of the pupils and wider school community
- Demonstrate the ability to work effectively and contribute positively within a team environment
- Be approachable and friendly
- Hold high expectations for the attitudes and behaviour of everyone
- Have the ability to reflect on their own practice, embracing change and opportunities to work with others and striving for improvement.
- Possess self-motivation and initiative to work as part of a team as well as individually
- Have excellent mathematics and literacy skills
- Above all they will be flexible and well organised, able to manage time efficiently and be happy in their work.

We can offer the successful candidate:

- An Outstanding School (Ofsted 2024)
- A welcoming, caring and fully inclusive ethos
- A happy and supportive working environment with high expectations and standards
- Pupils with exemplary conduct, outstanding behaviour and positive attitudes to learning
- Supportive staff, parents and governors
- Excellent professional development opportunities



**Part of Warrington Primary Academy Trust** | Children First - Resilience - Pioneering



Prospective candidates are welcome to visit the school by appointment. All candidates are required to read our Safeguarding and Child Protection policy which is available to download on our website [www.evelynstreetschool.co.uk](http://www.evelynstreetschool.co.uk)

Our school is committed to safeguarding and promoting the welfare of children. The successful candidates will be required to apply for enhanced disclosure from the Disclosures & Barring Service. Further details can be found on [homeoffice.gov.uk/agencies-public-bodies/dbs/](http://homeoffice.gov.uk/agencies-public-bodies/dbs/)

The application form and further details are available to [download from our website:](#)  
[www.evelynstreetschool.co.uk](http://www.evelynstreetschool.co.uk)

All applications should be marked for the attention of the Business Manager Mrs Emma Leigh

**School Visits:** Please contact the school office by email [evelyn.office@wpat.uk](mailto:evelyn.office@wpat.uk)

**Closing date:** 12 noon Friday 4th July 2025

**Shortlisting:** Friday 4<sup>th</sup> July 2025

**Interviews:** Tuesday 8<sup>th</sup> July 2025

