



PENARTH

ST. JOSEPH'S & ST. MARY'S



DINAS POWYS

## Parish Newsletter

The Archdiocese of Cardiff: Charitable Incorporated Organisation No.1177272

18<sup>th</sup> September 2022

25<sup>th</sup> Sunday of Ordinary Time, Year C

You can also view the full readings online at

[http://www.stjosephsandstmarys.com/mass\\_readings.html](http://www.stjosephsandstmarys.com/mass_readings.html)

### CHILDRENS LITURGY

Returns this Sunday at the 9:30am and 11:15am Masses. We are looking forward to welcoming the children back to their own Liturgy of the Word.



### TED GEARY RIP

It was with great sadness that we heard of the death of Ted on Tuesday 6<sup>th</sup> September in hospital. Our heartfelt condolences go out to Esther and the family at this time. Please remember him in your prayers. His body will be received into St Joseph's on Sunday 25<sup>th</sup> September at 5pm and a Requiem Mass will take place on Monday 26<sup>th</sup> at 10.30am, prior to interment at Barry Cemetery  
**May he rest in peace**

### PRAYERS UPON THE DEATH OF QUEEN ELIZABETH II

Prayer cards including prayers for the Royal Family at this sad time are available as you enter church, including the following prayer for the happy repose of the soul of HM QUEEN ELIZABETH II

Almighty God, you are the author and sustainer of all human life; grant that your servant, Elizabeth our Queen, to whom you granted a long and happy reign as Monarch of these lands may be forgiven her sins and rewarded with the eternal life promised to all those born again in the waters of baptism and power of your spirit.

Through our Lord Jesus Christ, your son. Who lives and reigns with you in the unity of the Holy Spirit, God forever and ever.

Amen

### CAFOD BOXES

The CAFOD boxes (No longer Pyramid but oblong in shape) will be collected next weekend (24/25<sup>th</sup> September 2022).

This Autumn the Cafod Harvest Family Fast Day on the theme of 'Fix the Food system' will be celebrated on 7<sup>th</sup> October, followed by the Fast Day collection on the weekend 8/9<sup>th</sup> October. Please donate in whichever way you can, to support Cafod's work with communities who are facing hunger and malnutrition because of droughts and failed harvests due to climate change.

### CAFOD Pakistan Floods Appeal. This weekend.

Devastating floods have hit Pakistan, leaving millions in urgent need of help to survive. A third of the country is now underwater (that's an area almost the size of Great Britain). Your donation will help CAFOD's local partners support communities with clean drinking water, food, emergency medical assistance and shelter. Donate now at [cafod.org.uk/give](http://cafod.org.uk/give) or via the Parish Collection this weekend.

### FUTURE COLLECTIONS

Home Mission Sunday	2 <sup>nd</sup> October
Harvest CAFOD	9 <sup>th</sup> October
World Mission Sunday	23 <sup>rd</sup> October

### SVP

The next SVP meeting is on Tuesday 20<sup>th</sup> September at 2.15 in St Mary's Hall. There will be a meeting on Tuesday 4<sup>th</sup> October at 2.00pm in St Joseph's Hall, for SVP Safeguarding training.

### ST MARY'S UCM

The next meeting will be held in the hall on Wednesday, 21<sup>st</sup> September, beginning at 7.00pm. When we will have a talk by a local Reflexologist. Anyone wishing to join us would be most welcome.



**Parish Priest:** Monsignor Joseph Boardman V.G.  
St. Joseph's Presbytery, Wordsworth Avenue Penarth,  
CF64 2RL Tel: 029 2070 8247

**Monsignor Boardman can be contacted on the parish  
e-mail:** [penarth@rcadc.org](mailto:penarth@rcadc.org)

**Permanent Deacon:** Rev. Elfed Jones  
Tel: 07950 013224 email: [elfed.jones@rcadc.org](mailto:elfed.jones@rcadc.org)

**Parish Website:** [www.stjosephsandstmarys.com](http://www.stjosephsandstmarys.com)  
Website coordinator: Daniel Murray

**Schools**  
**St. Joseph's RC Primary School**  
Sully Road, Penarth. Tel: 029 2070 2864  
Email: [stjosephsps@valeofglamorgan.gov.uk](mailto:stjosephsps@valeofglamorgan.gov.uk)

**St. Richard Gwyn Catholic High School**  
Argae Lane, Barry. Tel: 01446 729250  
Email: [d.blackwell@strichardgwyn.co.uk](mailto:d.blackwell@strichardgwyn.co.uk)

**St. David's Catholic College (6<sup>th</sup> Form)**  
Ty Gwyn Rd. Penylan, Cardiff. CF23 5QD  
Tel: 029 2049 8555  
Email: [enquiries@st-davids-coll.ac.uk](mailto:enquiries@st-davids-coll.ac.uk)

**Parish Advisory Council Chair**  
Bill Nolan Tel: 029 2070 2056  
Email: [billnolan14@gmail.com](mailto:billnolan14@gmail.com)

**Church Hall Bookings (Suspended)**  
St. Joseph's – refer parish priest.  
St. Mary's – refer parish priest.

**Newsletter Contributions** by Wednesday please to:  
Email: [parish.gazette@gmail.com](mailto:parish.gazette@gmail.com)

**Please note that your emails will be sent automatically from  
this address to Monsignor Joe.**

**Archdiocesan Child Safeguarding Group**  
Helpline: 029 2034 3811

Contacts: St. Joseph's – Mary Taylor: 029 2065 8506  
St. Mary's – Nicky Price 029 2051 4034

**Emergency Sick Calls. (There are restrictions).**

- (i) Hospitals: Llandough and UHW – Ask a nurse to call out the priest-on-call. (or contact the Hospital Chaplaincy on (029) 2184 3230)
- (ii) Marie Curie Hospice, (Holme Tower) Penarth, Ask a nurse to Ring the Parish Priest of the patient or ring St. Joseph's Penarth on (029) 2070 8247
- (iii) Local Nursing/Care Homes – Please ring the presbytery number in Penarth (as above).

#### YOUR GIFTS TO THE CHURCH 11th September 2022.

	Gift Aid	Loose	Total
St. Joseph's	£381.50	£416.02	£797.52
St. Mary's	£22.50	£124.89	<u>£147.39</u>
			<u>£927.27</u>

(Income from standing orders approx. £500 weekly).

**Candles** £87.84

**Standing Orders (Aug)** £2613.25

THANK YOU FOR YOUR GENEROSITY

#### HOLY APPLES

Available after 5pm and 9.30am Masses from the car boot of George Night, parked in front of the church. Pick some up as you leave.

#### CIVIC SERVICE IN ST. JOSEPH'S.

A Civic Service for the Town Mayor Cllr Laura Rochefort will take place in St Josephs, next Sunday 25<sup>th</sup> September at 2.00pm.

#### UPCOMING EVENT FRIDAY 30<sup>th</sup> SEPTEMBER.

St Mary's Social Committee are holding a skittles night at the Llandough Royal Legion Club (behind Llandough Hall, Penlan Road) starting at 7.30pm. Tickets are FREE but we need to know numbers which will be restricted to the first 60 people. If interested please contact Mo Misra on [mo.misra1@gmail.com](mailto:mo.misra1@gmail.com)

#### A MESSAGE FOR PARENTS:

##### CHILDREN FOR FIRST HOLY COMMUNION 2023.

The Sacramental Preparation Programme for First Holy Communion 2023 will be starting in the near future.

Parents should contact one of the catechists as soon as possible.

St. Joseph's – Clare Sommerville ([cm.sommerville@hotmail.co.uk](mailto:cm.sommerville@hotmail.co.uk))

St. Mary's – [victoriabatten@hotmail.co.uk](mailto:victoriabatten@hotmail.co.uk)

#### CONFIRMATION 2023 – NAMES WANTED.

Children wishing to enrol can ask the Welcomers at Sunday Mass or email Nicky Price [stjstmconfirmation@gmail.com](mailto:stjstmconfirmation@gmail.com)

#### CONGRATULATIONS TO ELSIE WOLAHAN.

Last Wednesday in St. David's Cathedral, Cardiff, Elsie Wolahan was presented with a gold medal in recognition of her 50 years membership of St. Joseph's Union of Catholic Mothers and latterly as their President. Our congratulations to her.

#### VACANCY for Deputy Head Teacher - Jan 2023

*St Cadoc's Catholic Primary School  
Llanrumney Cardiff*

Further information or to visit the school contact: Mrs Rachael Fisher (Headteacher) Applications via eteach/CES website Closing date 26<sup>th</sup> September 2022.

#### Please pray for our sick:

**St. Joseph's:** Valerie Catterall, Muriel Perry, Veronica Hooper, Sandra Curtin and Nora Berry.

**St. Mary's:** Mary Isherwood, Betty Thorne, Liz Evans, Cissie Clifton, Anne Dean, Hilary Benton, Philip Hanley and Kevin Lamb.

(Please include others we know of with serious health issues).

<b>ST. JOSEPH'S CHURCH</b> Wordsworth Avenue PENARTH CF64 2RL	Parish Priest: Monsignor Joseph Boardman Tel: 029 2070 8247 Permanent Deacon: Rev. Elfed Jones Tel: 07950 013224	<b>ST. MARY'S CHURCH</b> Edith Road DINAS POWYS CF64 4AD
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## TIMES OF MASSES

ALL MASSES AND SERVICES IN ST. JOSEPH'S ARE STREAMED LIVE.

<b>Saturday</b>	<b>September 17<sup>th</sup></b>	<b>St Robert Bellarmine, Bishop and Doctor of the Church</b>	
	St. Joseph's	10am-11am	Sacrament of Reconciliation
<b>BAPTISM</b>	St. Joseph's	2.00pm	Elise Morgan Knapper (Hegarty)
<b>MASS OF SUNDAY</b>	St. Joseph's	5.00pm	Michael & Martin Brady (Pauline) 428
<b>Sunday</b>	<b>September 18<sup>th</sup></b>	<b>25<sup>th</sup></b>	<b>Sunday of Ordinary time Year C</b>
	St. Joseph's	9.30am	Len and Rose Hosgood (Colette) 445
	St. Mary's	11.15am	Joe Gair (Mo & Mary) 435
<b>Monday</b>	<b>September 19<sup>th</sup></b>	<b>Weekday in Ordinary Time Year II Week 25</b>	
<b>BANK HOLIDAY</b>	St Joseph's	10.00am	Anna Mahoney (Paul) 260
<b>Tuesday</b>	<b>September 20<sup>th</sup></b>	<b>Sts Andrew Kim Tae-gon, Priest, Paul Chong Ha-sang</b>	
<b>NO MASS</b>			<b>&amp; Companions (Korean Martyrs)</b>
<b>Wednesday</b>	<b>September 21<sup>st</sup></b>	<b>St Matthew Apostle and Evangelist</b>	
	St. Joseph's	10.00am	Michael Bush (Celia) 438
<b>Thursday</b>	<b>September 22<sup>nd</sup></b>	<b>Weekday in Ordinary Time Year II Week 25</b>	
		9.30am	Tom and Amy Stimpson (Pat) 413
<b>Friday</b>	<b>September 23<sup>rd</sup></b>	<b>St Pius of Pietreicina, Priest (Padre Pio)</b>	
	St. Joseph's	6.15pm	Exposition of the Blessed Sacrament.
	St. Joseph's	7.00pm	Tina Atkinson (Wellbeing) (Friend) 446
<b>Saturday</b>	<b>September 24<sup>th</sup></b>	<b>Weekday in Ordinary Time Year II Week 25</b>	
	St. Joseph's	10am-11am	Sacrament of Reconciliation
<b>MASS OF SUNDAY</b>	St. Joseph's	5.00pm	Tom Hammond (Diane) 419
<b>Sunday</b>	<b>September 25<sup>th</sup></b>	<b>25<sup>th</sup></b>	<b>Sunday of Ordinary time Year C</b>
	St. Joseph's	9.30am	Baby Isaac Prince (Wellbeing) (Family) 447
	St. Mary's	11.15am	Albert Stimpson (Pat) 414
<b>CIVIC SERVICE</b>	St. Joseph's	2.00pm	<b>For Town Mayor: Cllr Laura Rochefort.</b>
<b>RECEPTION</b>	St. Joseph's	5.00pm	<b>Ted Geary RIP</b>



Please note that the main door to St Joseph's Church (giving access to the rear of the church, behind the glass screen and the church loft) will be open on weekdays from 10am until 5pm (except Tuesdays – church closed for cleaning)





**St Richard Gwyn  
Catholic High School**

**Finance Assistant (27.5 hours  
per week term time -39  
weeks per annum)  
L2 (Scale 4-5) Temporary until  
31/8/23  
Start date – As soon as  
possible**




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A young man with short brown hair, wearing a dark school suit, white shirt, and a maroon tie with yellow and white diagonal stripes. He is wearing clear safety goggles and is looking down intently at a clear glass object he is holding with his hands. The background is a blurred school interior with other students and bright lighting.

The school has highly effective provision for care, support and guidance. It is a caring and inclusive community where pupils feel secure and valued.  
*Estyn 2017*

## WELCOME

Thank you for your interest in the role of Finance Assistant at St Richard Gwyn Catholic High School.

St Richard Gwyn is an 11-16 Catholic High School with over 800 students on roll. We are located in a rural setting in the west of the Vale of Glamorgan with excellent links to the M4, Swansea, Newport and Cardiff.

Our aim is to be a leading school in Wales. We will achieve this by providing every student with the very best start in life regardless of ability or background. We are committed to ensuring that every student experiences academic achievement, that helps them find their place in a rapidly changing society as a happy and successful citizen guided by Gospel values.

Our recent examination results have given us a solid platform to build on. However, in order to achieve our aim we also recognise that we will not stop until all of our students achieve successes that compare to their potential.

The role of the Finance Assistant is vital to ensure that resources are ordered, delivered and distributed effectively for all school resources, school trips and also staff training

As a faith community our strong Christian ethos, commitment to Gospel values and relationships built on trust and honesty, ensure you will be made very welcome at our school.

If you feel that you too can help to give our students the best start in life and you are able to meet and surpass the challenges this role has to offer, then we would love to hear from you.

Many thanks

David Blackwell



## JOB DESCRIPTION

### Finance Assistant (Temporary contract until 31/8/22)

**Responsible to:** Finance Manager and Headteacher

**Salary:** Level 2, Pay points 4-5 Salary -£12260 per annum

**Hours:** 27.5 hours per week, 39 weeks of the year (term time only plus insets days)

### Overall Responsibility

- Work under the direct guidance of the Finance Officer
- Assist in the effective and efficient running of the school's data financial systems
- Offer support to teaching staff in the efficient discharge of their duties
- Provide routine clerical support such as typing, photocopying, filing, etc
- Liaise and assist external stakeholders regarding appointments with students
- Comply with all policies and procedures relating to child protection, data security, confidentiality and data protection, reporting any concerns to the appropriate person.

### Finance and Resources

- Assist in the processes that ensure that resources are ordered, delivered and distributed effectively for both school resources, school trips and staff courses. Coordinate the generic Finance team email for all processes with the supervision of the Finance Officer – to include updating the annual training schedule for paid courses
- Processing orders and deliveries – keeping accurate records which are available for scrutiny by auditors
- Coordinate daily post
- Process catering invoices as required and process receipts on FMS
- Print department budget holders cost centres on the 1<sup>st</sup> of each month and email digital copies when requested
- To access to main & small safe during working hours, ensuring appropriate records are kept and that the contents are stored in an organised manner and do not exceed the maximum amount permissible
- Assist in the collection, recording and safe storage of all income both main budget and school fund relating to trips, school uniform and other school based activities. Using FMS & the school fund application – Private Fund Manager ensuring the banking is ready for second checking
- Respond to finance enquiries from staff, parents, students and suppliers.
- Assist with the day to day use of ParentPay, producing reports and pulling payments through from ParentPay to Private Fund Manager daily or trip organisers when requested.

## JOB DESCRIPTION

- Collecting lunch money for inputting to cashless catering system
- Assist Finance Officer with processing Free School Meal entitlements on SIMS
- User of School Comms/Gateway for communication regarding finance matters to parent/carers
- Assist with swapping invoicing, ordering and delivery processes with the Finance Officer according to the needs of the department.
- Assist the Finance Officer with the Coordination of Pupil Biometric Scanning Year 6-7 transition and mid -year starters overseen by Senior Finance Manager and Assistant Headteacher
- Inventory – assist with purchase and disposal recording for items in inventory required each year by Audit team

### Health and Safety

- Be aware of the responsibility for personal health & safety and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health & safety.
- Be aware of, and comply with the policies and procedures relating to child protection.

### Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development which may lead to increased efficiency in the day to day running of the school.
- Participate in the performance review processes.

### General

- During time of heavy workloads respond to any reasonable request from the Headteacher, Line Manager or member of the Leadership team.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Contribute to the overall ethos and aims of the school.
- Operate with the utmost respect of confidentiality and not divulge sensitive and personal information to third parties.
- Be loyal to the mission and vision of the school.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- Pay due regard to the Catholic nature of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties.



## PERSONAL SPECIFICATION

Attributes	Essential	Desirable
<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administration and finance environment</li> <li>• Excellent interpersonal skills with an ability to deal positively with staff and students.</li> <li>• Excellent ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of School Financial Systems</li> <li>• Previous experience of working in another school</li> </ul>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• 5 or more GCSEs at grade C or equivalent including English and maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of School Financial Systems</li> <li>• Training in excel , office 365</li> <li>• Williness to undertake further training</li> </ul>
<b>Key Skills, Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to establish effective working relationships with individuals, groups and other professionals.</li> <li>• Ability to work effectively as an individual and in a team.</li> <li>• Ability to work accurately and to deadlines.</li> <li>• Good health and attendance record.</li> <li>• Ability to prioritise tasks and work effectively at pressured times.</li> <li>• Ability to adapt to the schools' changing circumstances when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Highly motivated and committed to providing the highest quality service.</li> <li>• Working well under pressure</li> <li>• Flexible</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills at all levels.</li> <li>• Respect for confidentiality.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and equal value for students and colleagues</li> </ul>	

## METHOD OF APPOINTMENT


Please apply by completing the application form.  
Please also include a supporting statement of no more than 2 sides of A4 (point 12 text) that meets the personal specification and explains

- your reasons for applying and how you will contribute to the school's ambition
- your experiences and personal qualities that will ensure you are the successful candidate

All applications are to be completed and sent to Kath Wiltshire, Senior Finance Manager at [k.wiltshire@strichardgwyn.co.uk](mailto:k.wiltshire@strichardgwyn.co.uk)

We will contact the referees of short-listed candidates prior to interview.

<b>Closing Date</b>	Monday 26 <sup>th</sup> September 2022
<b>Short-listing</b>	Monday 26 <sup>th</sup> September 2022
<b>Interviews</b>	Thursday 29 <sup>th</sup> September 2022
<b>Start Date</b>	3 <sup>rd</sup> October 2022 or ASAP after



Pupils are very well prepared for life after school.  
*Estyn 2017*