

**St. Clare’s R.C. Primary School**

**School Business Manager**

**Grade 8 or 9 NJC Scale points 32-36 or 36-40 depending on experience**

**£40221-£44428 or £44428 - £48474 pro rata (pay award pending)**

**35 hours per week**

**Term Time Only plus 5 days**

**Employment Start Date: as soon as possible**

Are you looking for a new and exciting opportunity?

Are you ambitious, conscientious and highly motivated?

Do you want to work in a school where you are valued, respected and part of friendly, hard-working Catholic community?

If so, we could have the post for you!

The Governors of St Clare’s are looking to appoint an experienced and committed School Business Manager, to join our school family.

St. Clare’s RC Primary School is a larger than average sized primary school in Higher Blackley, which is successful and oversubscribed. The school staff are dynamic, innovative, hard working and committed to the strong Catholic Ethos of the school.

The role of the School Business Manager is central to the success of our school and we are looking for an exceptional candidate to join our friendly and committed team. The School Business Manager works closely with the Headteacher in both a strategic capacity and on a day-to-day basis. The successful candidate will be responsible for the strategic management of financial operations, the routine management of the school office, human resources, premises and health & safety, in conjunction with the Headteacher, Senior Leadership Team and Governing Board. The successful candidate will have a positive, confident and flexible approach while managing a diverse and demanding workload and be self-motivated, dynamic and innovative.

Our successful business manager will be expected to:

Support strategic leadership within school alongside the Headteacher and Senior Leadership Team and deliver financial support to ensure the efficient and effective operation of the school within budget and be effective in delivering the responsibilities and requirements of the post including but not limited to;

* Support the Catholic ethos of the school
* Line management of the office team
* pupil, admission and attendance administration
* data protection
* finance
* assisting in marketing and promotion of school
* Human Resources
* assisting with overseeing site management and health and safety
* income management
* pupil, staff and financial LA and DFE returns
* safeguarding processes for visitors and contractors
* undertake general duties as and when required under instruction from the Senior Leadership Team

**We can offer you:**

* A strong Catholic ethos
* The opportunity to join a dedicated, supportive and friendly team that is committed to continuous improvement
* To be part of a strong and passionate school community that includes parents and our parish family
* Work in a school where our children are happy and enjoy coming to school
* A supportive and active Governing Body

If you meet the requirements of the person specification and are keen to make a difference to the learning experiences of our children, we would welcome your application.

The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

The 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 post is subject to an enhanced DBS and background check.

Applicants are advised that by applying for this position they are declaring that they are not subject to any immigration controls or restrictions that prohibit them undertaking work in the UK, and that they are able to provide proof of their Right to Work in the UK if they are invited to attend an interview.

The school will carry out an online search as part of their due-diligence for all shortlisted candidates in line with Keeping Children Safe in Education 2022 (para 220).

Interested applicants are invited to consider the job description and person specification for a clear understanding of the expectations of this significant role within school.

Visits to the school are welcomed and can be arranged by contacting Colette Howe Headteacher, for an appointment – head@st-clares.manchester.sch.uk

Completed applications should be returned to the school either in hard copy or can be emailed to recruitment@st-clares.manchester.sch.uk

Closing date for applications: Friday 27th September 2024 12.00pm

(Please note: Applications received after this time/date will not be considered)

Shortlisting: Monday 30th September 2024

Date for Interviews: Week commencing 7th October 2024