



WE CURRENTLY HAVE THE FOLLOWING VACANCY

SCHOOL BUSINESS MANAGER COMMENCING September 2024

(Full Time Permanent) – Grade 8

The Governors of St. Malachy's wish to appoint a full time School Business Manager to join our professional and friendly team.

The successful candidate will report directly to the Headteacher.

This position is Term Time plus 3 weeks, 35 hours per week.

Key Responsibilities:

The School Business Manager has a key strategic position, duties include;

- Financial management, budgeting, and forecasting
- Procurement and contract management
- Human resources management
- Health and safety compliance
- Facilities and premises management

We can offer:

- Wonderful children who are eager to learn
- A supportive and dedicated Governing Body and staff
- Professional development opportunities

How to Apply:

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. The post is subject to online and enhanced DBS Checks.

Applicants should complete the CES Application Form associated with this advert, the Rehabilitation of Offenders Disclosure Form and where possible the Recruitment Monitoring Form. Additionally, please submit one side of A4 stating your reasons for being suitable for this post to the School Business Manager.

Relevant forms available at www.st-malachys.manchester.sch.uk and should be returned to recruitment@st-malachys.manchester.sch.uk

Closing Date for applications: Friday 12th July, Midday.

Shortlisting: Friday 12th July. Interviews: Monday 15th July.



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