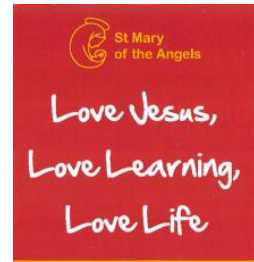


St Mary of the Angels Catholic Primary School



Love Jesus

Love learning

Love Life

School Business Manager - Grade 8. £32,076-£36,648 (pro-rata)

Permanent position - 37 hours per week, 41 weeks per year.

To start end of February 2024 for a period of employment alongside retiring postholder.

The Governors and school leaders at St Mary of the Angels Catholic Primary School, wish to appoint a School Business Manager to join our dedicated, hardworking and positive team.

Our happy and successful school needs an excellent team player, with the necessary experience, expertise and energy to ensure the business operations of the school run efficiently in our one form entry school. The school business manager will collaborate closely with the Headteacher, Governors and Senior Leaders to support the strategic development and continued improvement of the school.

We are looking for someone who is highly motivated, flexible and organised as this key role will encompass responsibility for financial management, human resources, health and safety and school admissions. Alongside the leadership of the school office, you will be for manage our in-house catering team and oversee premises management. The role of Clerk to the governors will be integrated into the job over time.

If you have experience in some of these areas and are ready to take the next step in your career, we would like to hear from you too. You may have similar experience in these career areas but not necessarily in schools. School Business Managers come from a wide range of backgrounds, so don't hesitate to come and visit to find out more!

St. Mary of the Angels is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. Successful candidates will be subject to an Enhanced DBS check along with other relevant safer recruitment checks.

We are committed to the safeguarding of children and we are a committed equal opportunities employer. The successful applicant will be subject safer recruitment checks, including an enhanced DBS check and satisfactory references.

If you would like to visit school, please email school to arrange, it is not, however, compulsory.

To apply, please visit the [school website](#) and download all of the appropriate documentation. Applications will only be accepted on a CES application form.

Closing date is 15th January 2024 @ midday.

Interviews 22nd January 2024

admin@smota.co.uk

0151 329 3524

St Mary of the Angels Catholic Primary School

Rossall Grove

Little Sutton

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Cheshire

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