Grade 5 School Business Officer

Maternity cover Fixed-Term, Term-time only (1.9.2022 – 31.8.2023)

37 Hours p/week

External Advertisement Vacancy: Fixed-Term, 1.0 FTE , Term-time only School Business Officer (Grade 5)

Required from 1.9.2022

An exciting opportunity has arisen within our busy school Business Team. We are looking to appoint a School Business Officer to cover maternity leave. The role will involve supporting colleagues with a range of:

- **Human resource/recruitment support:** preparing and placing advert requests, organising interviews, safer recruitment checks including maintaining the Single Central Register; appointment/contract change letters, setting up staff with ICT access, keys, fobs etc and recording staff absence
- **Marketing and Promotion:** Maintaining and developing school website and leading on preparation of school marketing/promotional resources
- **Governors support:** liaising with Governor services to ensure clerking is in place for Governor meetings; management of information on Governorhub, Governance compliance including ensuring Governor Skills Matrix, Pecuniary interest declarations, CPD/Training programme in place
- **Operations**: General PA support to Senior Leadership Team/school, reception duties, maintenance and development of School MIS system
- **Health and Safety**: Fire Warden – Training will be provided

Applicants must have experience of working in a busy and efficient school office coupled with strong communication skills and be a natural organiser with strong attention to detail. Excellent ICT skills, including the ability to work methodically and present information clearly are a must. A working knowledge of school MIS would be advantageous. The successful applicant will need to have a calm and flexible attitude to work as well as being highly organised and able to effectively prioritise workloads.

Visits to our school are warmly welcomed. Please contact the school on office@st-modwens.staffs.sch.uk to make an appointment.

Applications must be made using the correct CES application form.

More information about the school, including the job description and person specification, is available on the school website: www.st-modwens.staffs.sch.uk

CLOSING DATE: Monday 4th July 2022

INTERVIEWS: Thursday 7th July 2022

Successful candidates will be expected to maintain and promote the Catholic character of the school and will therefore be required to sign a CES contract.

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to a disclosure check under the Rehabilitation of Offenders Act 1974.