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St. Mary's Catholic Primary School
Muglet Lane
Maltby
Rotherham
S66 7JU
Tel: 01709 812611
www.stmarysmaltby.co.uk

Role: Finance & Operations Manager

Salary: Band H, £34,314 - £37,035 FTE

Hours of work: 30 hours per week (Over 4 full days), term time only + 10 days

Contract: Permanent

Reporting to: Head Teacher

Start Date: ASAP

Closing Date: Monday 6th January 2025 @9am

Interviews: W/C 13th January 2025

We are delighted that you are considering applying for the Finance & Operations Manager at St. Mary's Catholic Primary School, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

St Mary's Catholic Primary School is a small school, serving the community of Maltby in Rotherham, judged 'Good' in our June 2022 Ofsted inspection. Our vision to provide an outstanding, aspirational education to our children, underpinned by Christ's Teachings is at the core of the school.

St Mary's is on a significant journey of improvement. Our strong foundation as a Catholic school in the local community provides excellent experience for our pupils. You will be working with a strong, stable staff team, a committed and knowledgeable Local Academy Committee and the Trust who will support the professional growth at every opportunity. This is a wonderful opportunity to join a thriving school, within our rapidly developing Catholic multi-academy trust. The post offers opportunities to contribute to the leadership of the Trust and impact schools Trust Wide.

We are seeking a highly skilled individual to lead and manage our school's Finance and Operations. This role requires a strategic approach to delivering support services, operations, and continuous improvement in key areas, including: Line Management of Support Staff, Recruitment and Human Resources, Estates Management, Contract Management, Finance, Compliance, Procurement, Health and Safety, Management Information and Communications.

The ideal candidate will be passionate about our school's mission and values, holding high expectations for our students, staff, and the school as a whole. The successful candidate must be a strong team player, able to work independently and collaboratively, and thrive in a fast-paced environment with tight deadlines.



Tel: 01709 914070 | Email: adminstfrancis@hallam-diocese.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



If you are interested in this post, informal visits to our school are very warmly encouraged; please contact M.Wild on m.wild@stfranciscmat.com to arrange an appointment to come and meet with the Headteacher and children and view our lovely school. **Please note that the school will be closed for the Christmas holidays between Friday 20th December 2024 and Monday 6th January 2025.**

How to Apply:

Please visit <https://stfcmat.com/vacancies/> to obtain the Finance and Operations Manager Recruitment Pack. Please complete all relevant documentation by the closing date of **Monday 6th January 2025 @ 9am** and send to M.Wild, St Francis CMAT Executive PA on M.Wild@stfranciscmat.com





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