



Mr J McDonald
Headteacher
St. Alban's Catholic Primary School
Ashburton Road
Wallasey
Wirral
CH44 5XB

Tel No: 0151 638 6373
E-mail: schooloffice@stalbans.wirral.sch.uk

SCHOOL BUSINESS MANAGER: Level 8 Administration and Finance (Business Manager Band H)

The Governors invite applications from suitably qualified School Business Managers

Required for January 2021

JOB PURPOSE:

The School Business Manager is responsible for the Financial Resource Management/Administration Management/ Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the school.

The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Headteacher in his duty to ensure that the school meets its educational aims.

The School Business Manager is responsible for providing professional leadership and management of the school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

We will offer you:

- a strong Catholic ethos where we all support each other
- a school that is totally committed to school improvement
- enthusiastic and friendly children who love learning and want to achieve
- supportive governors, parents and parish community
- opportunities for further professional development



Mr J McDonald
Headteacher
St. Alban's Catholic Primary School
Ashburton Road
Wallasey
Wirral
CH44 5XB
Tel No: 0151 638 6373
E-mail: schooloffice@stalbans.wirral.sch.uk

Please contact the Head Teacher, Mr John McDonald on **0151 638 6373** or email schooloffice@stalbans.wirral.sch.uk to make an appointment to discuss.

Applications must be made on a CES application form which, together with further details, is available from school and should be returned to the school.

Closing date for applications: Monday 22nd November 12 noon

Shortlisting: Thursday 25th November

Interviews: Tuesday 30th November 2021

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 successful applicant will be required to hold an enhanced disclosure from the Disclosure and Barring Service (DBS).

The successful applicant will be employed on a Catholic Education Service (CES) contract of employment.