

"To provide an education for all, which has at its very heart the values and ideals of the teachings of Jesus Christ."



St. James' Catholic Primary School



Headteacher: Mr G Hayes
Telephone : 01942 748455

enquiries@admin.orrellsaintjames.wigan.sch.uk
www.orrellsaintjames.wigan.sch.uk

**St. James' Road,
Orrell,
Wigan,
WN5 7AA**

Job Title School Business Manager / Clerk to the Governing Body

Location St James' Catholic Primary School, St James' Road
Orrell, Wigan WN5 7AA

Salary Grade G8 – SCP 25 – 30
Full Time – Full Year

Salary - £30,095 - £34,373 based on 37 hours per week

Starting Salary Point: SCP 25

Minimum £15.60 per hour – a maximum £17.81

This post is subject to a DBS Disclosure

Required from Monday 31st October 2022 or as soon as possible thereafter

The Governors wish to appoint a professional, dynamic and committed School Business Manager / Clerk to the Governing Body to join a well-established committed school team.

The main duties of the post are as follows –

- To be responsible for the management of financial and administration procedures, transactions and activity within the school including supervision, training and development of office staff
- To manage the HR administrative function within the school and to provide a confidential administrative service to the Headteacher and an effective clerking advisory service to the Governing Body
- To plan, develop, manage, implement and maintain the school's accounting/administrative/HR systems in order to provide detailed statistical information and give quantitative and qualitative advice on these issues as required
- To undertake complex and detailed analysis on a range of financial/operational subjects in order to provide comprehensive reports to the Headteacher/School/SLT/Governing Body, and provide a full advisory service on relevant legislation, policies and procedures
- To prepare, manage and monitor a designated budget providing regular detailed management reports as requested advising on any variances
- To provide a comprehensive clerking/secretarial and advisory service to the Governing Body in order to ensure it operates within statutory framework/regulations
- To effectively manage office/finance/HR Staff
- To market and promote the school, providing assistance if required for the development of all marketing resources
- To develop, maintain and implement appropriate information and recording systems
- To monitor Health and Safety procedures and good practice for managed staff reporting any issues



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In return we can offer

- A warm, friendly Catholic Ethos with a very supportive community
- Highly motivated staff committed towards enabling our children to reach their full potential
- A commitment towards your ongoing professional development

Application packs can be obtained by contacting the school office at St James' Catholic Primary School on Wigan 01942 748455, enquiries@admin.orrellsaintjames.wigan.sch.uk or downloaded from the school website www.orrellsaintjames.wigan.sch.uk

Experience of working with or caring for children of relevant age is essential.

Wigan Council and the school are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

This post is subject to Enhanced Disclosure Procedures and a Children's Barred List check.

Visits to school are welcomed at the following times:

Friday 30th September at 1.30pm

Monday 3rd October at 4.00pm

Please contact Mrs Vicki Wilson on 01942 748455 to book a visit.

Closing Date for the receipt of applications is **at 10am on Wednesday 5th October (please ensure that all applications are sent FAO Mr G Hayes - Headteacher)**

Proposed Interview Date – **Friday 7th October and Monday 10th October**

