

**The Diocese of Hallam working in partnership with Rotherham Local Authority**

St Joseph's Catholic Primary School  
Green Lane, Rawmarsh, Rotherham S62 6JY  
Telephone 01709 710270  
Email: [school@rsjp.org.uk](mailto:school@rsjp.org.uk)  
Head Teacher: Mrs C Williams



**School Business Manager**

**Grade: G £27,852 - £30,151 (actual salary pro rata £25,709 - £27,831)**

**37 hours per week**

**Term time plus 10 days**

**Required to start as soon as possible**

**This is a full-time position and will require the success of a probationary period of 6 months.**

The Governors of St Joseph's Catholic Primary School are seeking a strong, experienced Business Manager to join the team at an exciting time on their development journey. The right candidate will have the ability to keep ahead of funding and legislative changes that apply to the education sector. They will also have management responsibility for effective whole school administration and organisational systems ensuring the adequate provision of resources needed throughout the school.

We are looking for someone who:

- Has sound experience of financial management and budgetary planning and control.
- Has a proven record of financial and project management and demonstrates skills and abilities at implementing strategic change.
- Is confident in accepting responsibility and working independently as well as collaboratively with other staff.
- Has ability to work under pressure and prioritise effectively.
- Is committed to working in line with the school ethos and mission.

We can offer you:

- ✓ A dedicated Senior Leadership Team and Governors.
- ✓ Highly motivated staff who are friendly and committed to raising standards for all pupils.
- ✓ An active and supportive Governing Body with a clear vision for the future of the school.
- ✓ Enthusiastic, well-behaved children with a love of learning.

Applicants do not have to be Catholic but must be respectful of the Catholic faith and support the Catholic ethos of the school.

The application form and other supporting documents can be found on the school website [www.rsjp.org.uk](http://www.rsjp.org.uk)

To arrange a visit or request further information please contact Mrs C Williams via the school office on 01709 710270 or email [school@rsjp.org.uk](mailto:school@rsjp.org.uk)

Closing date: Monday 12<sup>th</sup> June 2023

Shortlisting: Wednesday 14<sup>th</sup> June 2023

Interviews: Tuesday 20<sup>th</sup> June 2023

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check. Further information about the Disclosure Scheme can be found at [www.crb.gov.uk](http://www.crb.gov.uk).