



**Contract Start date:** 5<sup>th</sup>  
September 2022

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**Salary:**  
Scale PO1  
**Gross**  
£31,895 - £34,373  
(Salary to be pro-rata Term Time Only)

**Contract:**  
**Full time & permanent** (5 days per week, 37.5 hours per week term time only + 10 days).

**Application Close and shortlisting:**  
Noon Thursday 7<sup>th</sup> July 2022

**Interview Date:**  
Tuesday 12<sup>th</sup> July 2022

**Visits to the School:**  
We welcome visits to our school and to meet our senior leaders. Please contact the school office to arrange a visit.

## **Required for September 2022:** **Experienced School Business Manager**

The governors of this outstanding Catholic Primary School are seeking to appoint an enthusiastic, flexible and self-motivated experienced Business Manager to join our dedicated, friendly and welcoming team of staff, governors, children and parents.

***Ofsted stated that:***  
***'Pupils' thoroughly enjoy school'***  
***'Pupils' behaviour is outstanding both in and around school and they treat each other and adults with respect'***  
***'Pupils' achievement is outstanding'***  
***'Teaching is outstanding'***

**We would like to appoint a school business manager who:**

- Is committed to safeguarding the children in our care and adheres to safeguarding policy and procedures
- Has experience in finance management and business management within an education setting preferably
- Has excellent communication skills
- Is able to work effectively within a fast-paced environment and prioritise successfully
- Has experience of successfully managing staff
- Has recent experience and knowledge of working with SIMs and FMS
- Has the ability to work as part of a team and is flexible and adaptable
- Has experience of completing statutory returns
- Has experience of school admission processes

**In return, we can offer the successful candidate the opportunity:**

- An outstanding school with children who are willing and eager to learn
- A committed staff who are committed to providing the very best outcomes for pupils
- Excellent CPD within a teaching school alliance
- To work with supportive SLT, staff and governing body
- To be part of a strong community and parish
- Term Time plus 10 days provides for excellent holidays

***St Joseph's Catholic Primary School is committed to the safeguarding of our children, therefore a satisfactory DBS check and two recent references are conditions of employment.***

Visits to the school are strongly encouraged: please telephone on **01937 582163** if you would like to visit or email Miss Louise Milivojevic (Head Teacher) CES application pack can be downloaded with this advert or from the school website – stjosephswetherby.com