



**Job title: School Business Manager**

**Contract: Permanent**

**Start date: 1st September 2022, an earlier date will be discussed if possible**

**Salary: Grade 9, £40,578 - £44,624**

**Contract: 39 weeks Term Time for 35 hrs per week, plus 2 additional weeks.**

St Anne's RC Primary School is a warm and friendly Catholic school. We are looking to recruit a well-qualified School Business Manager with relevant experience and qualifications, in financial management, budgetary control and personnel management. The role also includes maintaining and updating the Single Central record in line with current requirements.

In return we can offer:

- a positive, friendly and highly supportive atmosphere
- a committed staff team and Governing Body to work alongside
- enthusiastic and motivated children
- excellent relationships with our parents and community
- support and encouragement for your continued professional development

The successful candidate will need to have:

- Excellent communication and interpersonal skills
- Considerable experience of managing a school office
- Excellent financial management and ICT skills
- The ability to play a senior role within the organisation of the school
- Ideally having worked in one or more schools or local authorities
- A commitment to on-going professional development.

At St Anne's we are fully committed to safeguarding and promoting the welfare of our children and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974.



OFSTED 2017: St Anne's is a good school where pupils experience a broad and rich curriculum.

*Working, Learning, Caring and playing together in God's love.*

**St Anne's RC Primary School**  
**Moss Bank, Crumpsall, Manchester, M8 5AB**  
**Tel: 0161 740 5995**  
**[www.stannescrumpsall.co.uk](http://www.stannescrumpsall.co.uk)**  
**Headteacher: Miss L Wordsworth**



Please visit the website <https://www.stannescrumpsall.co.uk/> to find out more about our school.

Prospective candidates are welcome to visit the school by appointment with the Headteacher

Closing Date – Monday 11th July

Short Listing - Tuesday 11th July

Interview date to be confirmed

#### How to apply

Please see information below regarding the person specification and job description, should you require any further information please do not hesitate to contact the school office.

Application forms to be emailed to [head@st-annes-jun.manchester.sch.uk](mailto:head@st-annes-jun.manchester.sch.uk).

CVs are not accepted.

Yours sincerely

Miss Laura Wordsworth

Headteacher



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