



St Mary's RC Primary School

Hemming Drive | Eccles | Manchester | M30 0FJ
t:0161 789 4532 website: www.st-marys-eccles.salford.sch.uk/
email: stmaryseccles.rcprimaryschool@salford.gov.uk
Headteacher: Mr S. Hewson BSc (Hons) NPQH

"We Share, We Value, We Respect"

School Business Manager

Salary: Grade 3C £26,126 - £28,236

Working Hours: 35 hours per week - term time only + 5 days

Working Pattern: Monday - Friday, 8:00am - 4:00pm

Closing date: 15th July at 12:00pm

Shortlisting: 18th July at 9:00am

Interview: 21st July (short turnaround from shortlisting to interview due to schools finishing for the summer)

St Mary's RC Primary School is seeking to appoint a School Business Manager, with a passion for excellence in education, and with a commitment to continuous improvement and standards for all.

St Mary's is a successful school, where staff, parents and governors work closely together to provide a high quality education for all our pupils. You would be part of a hard-working and committed team with good opportunities for on-going professional development. Visitors often comment on the atmosphere and the warm welcome they receive when coming into the school.

The school invites applications from highly motivated and organised individuals with energy and vision to join our excellent and dedicated team as our School Business Manager. We are looking for a strong candidate who is extremely proficient in financial systems. They will need to work closely with the Headteacher and Senior Leadership Team to ensure that the school vision is achieved. The individual will lead in all aspects of school administration; including the ability to drive policies and procedures in HR, finance, resources, premises, health and safety and income generation.

The successful candidate will be forward thinking and will be able to support the Headteacher, Governors and Senior Leadership Team to develop school systems to enable us to deliver the highest quality education to our children.

The successful candidate will need to:

- Have substantial experience of working in a financial and/or school financial management position
- A Certificate in School Business Management is desirable.
- Experience of providing high-level administrative support including experience of managing staff & HR procedures.
- Have effective interpersonal skills and the ability to work as part of, and manage a team.
- Have excellent organisational, analytical and problem-solving skills.
- Be able to adapt, design, develop or procure robust information and administration systems

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. This post is subject to a fully enhanced DBS check.

Where you have lived or worked abroad for 12 months or more, continuously or in total over the last 10 years whilst aged 18 or over, please refer to the link below for details for how to obtain your Certificates of Good Character <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Application form and further details are available on the School Website at: <https://www.st-marys-eccles.salford.sch.uk> or by contacting the school office at: stmaryseccles.rcprimaryschool@salford.gov.uk

**Application Forms are to be returned to the School by post or by e-mail
to: stuart.hewson@salford.gov.uk**