



**St Winifred's RC Primary School,
Didsbury Road,
Heaton Mersey,
Stockport**

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In compliance with Stockport's Safeguarding Children Policy, Criminal Records Clearance and a health check will be required for this post. Applicants are informed that if appointed to this post their contract of employment will be with the school Governing Body who is the employer and not Stockport Local Authority.

Job Title:	School Business Manager
Salary:	NJC SO1, points 23 to 28: £28,226 to £32,798 FTE (pro rata) OR NJC SO2, points 26-31: £30,984-£35,336 FTE (pro rata) (Dependent on experience)
Hours of Post:	37 hours per week (Term Time only)
Contract Type:	Permanent, term time only plus up to 10 additional days to be worked during the holidays (to be negotiated)
Start Date of Post:	01/09/2022

Due to the retirement of our valued post holder, the governors of St Winifred's are seeking to appoint a highly skilled and motivated School Business Manager to join the staff team of our Catholic, friendly school. We particularly welcome applications from experienced School Business Managers.

St Winifred's Roman Catholic Primary School offers:

- a strong Catholic ethos
- a happy and supportive working environment
- an experienced and dedicated staff
- good relationships with children, staff, parents and the parish family
- fantastic children who are eager to learn and whose behaviour is outstanding
- supportive parents who are committed to working in partnership with school
- a supportive governing body
- a school where everyone's voice and opinion is valued

We seek colleagues who:

- are willing to uphold the Catholic ethos of the school
- have completed the Level 4 diploma in School Business Management and have good knowledge of all aspects of the role
- can work well independently, as well as part of a team
- have initiative and good organisational skills who will be competent and build upon the strong financial procedures already in place, evident from our very recent internal audit report (May 2022) excellent interpersonal skills
- have proven and successful experience of managing a school budget, working with financial and administrative personnel and estate management.
- Can use and show initiative to secure planning and is both proactive and reflective within their role.
- are willing to put the needs of the children at the centre of all they do
- are enthusiastic, hardworking and inspirational
- are willing to contribute to the wider life of the school and the parish
- are able to work well in a team and contribute to the further development of our school
- have a good sense of humour!

Visits to the school are encouraged. The available dates and times for such visits are:

Monday 13th June at 10AM

Tuesday 14th June at 10AM

To arrange a visit to school please email recruitment@st-winifreds.stockport.sch.uk with your preferred date.

Closing date: 9AM Friday 1st July 2022

Shortlisting: Friday 1st July 2022

Interviews Monday 4th July 2022

All applications MUST be on the St Winifred's CES support staff application form to be considered.

Application forms and further details are available to download from: <https://www.greater.jobs/towns-organisations/stockport/>

Completed application forms should be returned via email to recruitment@st-winifreds.stockport.sch.uk