St Margaret Mary's RC Primary School
St Margaret's Road
New Moston
Manchester
M40 0JE

Tel & Answerphone: (0161) 681 1504
Fax: (0161) 682 5495

Mr M Sutton, Headteacher

e mail: contact @st-margaretmarys.manchester.sch.uk
website: www.st-margaretmarys.manchester.sch.uk
twitter account: @stmargaret_mary

St Margaret Mary's R.C. Primary School

St Margaret's Road

New Moston

Manchester M40 0JE

Tel: 0161-681-1504

Job Vacancy:

School Bursar & Business Manager – Permanent

Grade 7 Scp 32 - 36

[Full Time 35 hours per week - All Year Round]

Required for September 2019

The governors of this outstanding Catholic Primary School wish to offer this exciting opportunity to appoint a committed, enthusiastic & experienced individual to join our hardworking & friendly team, in the role of School Bursar & Office Manager. The successful candidate will demonstrate a strong commitment to the mission & Catholic ethos of the school. You will; lead & manage a diverse support staff, oversee all aspects of the School's finances, maintaing strategic oversight of the school site & buildings, of catering, cleaning & facilities management, human resources & information technology.

This is a really exciting opportunity to be part of an innovative & forward thinking school.

We are looking for candidates who:

- Have a strong commitment to contribute to the Mission & Roman Catholic ethos of St Margaret Mary's.
- Are able to establish warm, effective working relationships with all, embracing the school Mission & Catholic ethos.
- Have experience & a clear knowledge & understanding of organising & supervising administrative systems within a school.
- Are able to take a day-to-day & strategic lead on the financial administration & wider organisation of the whole school.
- Have energy, inter-personal skills, commitment and pay attention to small detail

We're working towards Artsmark Awarded by Arts Council England
School Games Bronze 2016/17
Pupil Premium Awards 2016 Local Winner Primary schools with published KS2 results
Ofsted Outstanding School 2012|2013

- Are an exceptional team player & have excellent organisational & communication skills.
- Are able to work strategically & prioritise, working to timescales.
- Are highly organised, motivated and a proven team player

We can offer:

- A strong Catholic ethos where everyone is valued
- Fantastic, motivated staff & children who are eager to learn
- A collaborative, supportive working environment and positive ethos
- A warm, friendly & talented staff team who will support you.
- Inclusive and innovative practices, working alongside other Catholic schools & wider teaching school partnerships.
- A warm & welcoming parent body & school community
- A team that are committed to supporting & developing you
- Excellent professional development opportunities

The post is full time, 35 hrs per week & all year round

For further information, please contact Mrs C. Keenan (P.A. to Headteacher) c.keenan@st-margaretmarys.manchester.sch.uk or telephone 0161 681 1504

We would love you to come & visit St Margaret Mary's & warmly encourage & welcome all applicants to the school to meet Mr Sutton, the Headteacher & the staff. Please email m.sutton@st-margaretmarys.manchester.sch.uk to make an appointment or contact the school directly on the above telephone number.

Applications should be addressed to the Governing Body & for the attention of the Headteacher m.sutton@st-margaretmarys.manchester.sch.uk

Please see the School website & job vacancies tab for further information to apply, using the CES support staff application forms which are available to download:
http://www.st-margaretmarys.manchester.sch.uk

You will be required to sign the Catholic Education Service (CES) contract.

Applications may be sent either by email or by hand to the school
Closing date: Wednesday 29th May 2019 [12 noon]
Interviews: Monday 10th June/Wednesday 12th June 2019

St Margaret Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.
We will ensure that all of our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.
The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.