



Our Lady of Mount Carmel  
Roman Catholic Primary School  
Holden Street  
Ashton-under-Lyne  
OL6 9JJ

[office@ourladystameside.sch.uk](mailto:office@ourladystameside.sch.uk)

Headteacher: Mrs Helen Hayes B'Ed (Hons) MA  
Deputy Headteacher: Mrs Janet Bostock B'Ed NPQSL  
[www.ourladystameside.sch.uk](http://www.ourladystameside.sch.uk)



### **SCHOOL BUSINESS MANAGER**

**Grade G 29-32 (£25,951-£28,485)**

**Term Time Only (Flexible working hours negotiable)**

The Governors are seeking to recruit a skilled and motivated individual to join our happy and inclusive school on a permanent contract.

The successful candidate will be expected to:

- Support the Catholic ethos of the school
- Provide specialist financial support to ensure the efficient and effective operation of the school
- Be familiar with, and have an understanding of, the responsibilities and requirements of the post including; finance, HR, health and safety, line managing facilities management
- Work under pressure, managing competing priorities

We offer you:

- A strong Catholic ethos
- A dedicated, supportive and friendly staff
- Excellent relationships with parents and the parish family
- Happy children who enjoy coming to school
- A supportive Governing Body

Visits to the school are welcomed and encouraged. Please contact Vivienne Oddie for an appointment. Application forms should be downloaded from the school website. Completed applications should be returned to the school either in hard copy or can be emailed to [office@ourladystameside.sch.uk](mailto:office@ourladystameside.sch.uk)

Only applications received on the CES Application form will be considered for shortlisting.

Closing date for applications: Noon on Wednesday 27 March 2019

Shortlisting: Thursday 28 March 2019

Interviews: Thursday 4 April 2019

**The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced disclosure application through the Disclosure and Barring Service.**



*Growing in God's Family*