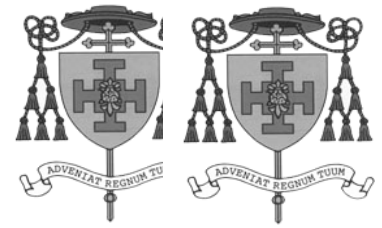




Diocese of Shrewsbury in partnership with Tameside MBC



ST MARY'S CATHOLIC PRIMARY SCHOOL

Cheetham Hill Road, Dukinfield, SK16 5LB

Telephone: 0161 368 4824

Fax: 0844 292 7656

e-mail: admin@st-marys-dukinfield.tameside.sch.uk

website: www.st-marys-dukinfield.tameside.sch.uk

Required for 1st September 2019:

SCHOOL BUSINESS MANAGER

Grade G 29-32 (£26,470 - £29,055 pro rata)

36 hours per week

Term Time Only (+ 10 days)

Due to the retirement of our highly regarded School Business Manager at the end of the current academic year, we are seeking to recruit a skilled and motivated individual to join our happy and inclusive school on a permanent contract. The pattern of work will be 36 hours per week, term-time only plus two weeks (10 days)

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 support staff and 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

In May 2018 Ofsted wrote, 'Pupils thrive in the happy, vibrant and nurturing environment' (we were rated 'Outstanding' by Section 48 Inspectors in March 2018 and 'Good' by Ofsted in May 2018)

Visits to the school are welcomed and encouraged. Please contact Mr Jon Murray, headteacher of the school for an appointment. Application forms should be downloaded from the greater.jobs website. Completed applications should be returned to the school either in hard copy or can be emailed to admin@st-marys-dukinfield.tameside.sch.uk

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

Closing date for applications: Noon on Wednesday 13th March 2019

Shortlisting: Tuesday 19th March 2019

Interviews: Tuesday 26th March 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.