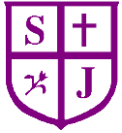


St Joseph the Worker Catholic Primary School

“A loving Christian family striving to achieve excellence”



Bewley Drive, Kirkby, Liverpool, L32 9PF

Phone: 0151 477 8170/3

Closing date: 28/09/2018 12:00 PM

Hours per week: 36 hrs x 46 weeks per year

Salary: £31,401 - £33,136 per annum pro rata

Location: St Joseph the Worker Catholic Primary School

Employment Type: Full Time

Contract Type: Permanent

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“A loving Christian family striving to achieve excellence”

Bewley Drive, Kirkby, Liverpool, L32 9PF

Phone: 0151 477 8170/3

School Business Manager

Pay band K / SCP 35 – 37

£31,401 to £33,136 per annum, pro rata
[Actual Salary: £27,777- £29,312 per annum]

36 hours per week, 46 weeks per year

To commence as soon as possible

- To be responsible for financial planning, monitoring and reconciliation of school budget. Preparation and reporting of financial returns and accounts to ensure the school operates within budgetary constraints and in accordance with regulatory requirements and timescales.
- To work closely with the Headteacher and Governors in all matters relating to school finance.
- To be office manager and line manage administrative staff, including commissioning and delegation of relevant activities.
- To ensure that all recruitment and personnel issues are managed in accordance with regulatory requirements.
- To manage the school administrative and communications functions ensuring all pupil records are maintained, and management information, school records and publications are produced within the required timescales.

- To be in sympathy with the Catholic ethos of the school and be committed to working in a Catholic school environment.

The successful candidate will join a team of dedicated professionals at St Joseph the Worker Catholic Primary School who are a hardworking and committed team with family/community values that permeate throughout the school.

St Joseph the Worker is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will also be required to undertake an enhanced Disclosure and Barring service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

Interviews will take place on Wednesday 10th October 2018

