



St. Joseph's Catholic Primary School



School Business Manager Advertisement

Start date: September 2022

Contract type: 35hours/week (term-time plus two weeks)

Contract term: Permanent

Location: Thame, Oxfordshire

Salary: Grade 10 (Scale Point 27-30)

St Joseph's Catholic Primary School has a vacancy for a School Business Manager.

As the school's leading support staff member, you will work with the Senior Leadership Team to ensure the effective and efficient fulfilment of our educational aims, making the most efficient use of resources to support our learning objectives.

If you have experience of working in a school or academy, or in a similar setting and are an effective and experienced manager, we would encourage you to apply for this post.

Duties will include:

- Line management of the school office and other non-academic support staff
- Budget management, providing advice and guidance on financial matters to the Principal and Academy Committee
- Organisational tasks, and support to the Headteacher and Governing Body, on all areas of school - management
- Implementation of Health and Safety throughout the school
- Administration of the school's personnel functions, in conjunction with our payroll providers and Central Team HR Manager
- Premises management - both ongoing maintenance and management of building projects
- Producing reports, analysing and responding to complex correspondence
- Administrative and clerical support as required

This post is offered at Grade 10. The Job Description and Person Specification give an indication of the level of experience and skills required. Further training opportunities will be offered to the right candidate.

St Joseph's is an academy within the Pope Francis Multi Academy Company, a group of Catholic schools in and around Oxford. This partnership provides excellent opportunities for collaboration, co-operation and the sharing of good practice between our schools.

Informal pre-application visits are most welcome, as are applications from Catholics and non-Catholics.

Please contact the school office if you would like more details.

The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Closing date for Applications: Friday 16th September 2022

Interviews: TBC

To apply, please complete the CES application form and all other supplementary forms and send directly to the school office by email.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

All PFCMAC Schools are committed to safeguarding and promoting the welfare of children and young people and promoting Fundamental British Values and expect all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (Disclosure and Barring Service Check) and appropriate Right to Work clearances”.