



Holy Family Catholic Primary School

Hall Lane, Cronton, Widnes WA8 5DW

Tel: 0151 424 3926

Headteacher : Mrs H Rooney

The Governing Body of Holy Family Catholic Primary School wish to appoint a

SCHOOL BUSINESS MANAGER– LEVEL 4

Pay Band K / SCP – 29-31

£37,366 - £39,186 per annum, pro rata

[Actual Salary: £33,054 - £34664 per annum]

Monday – Friday / 36 hours per week / 46 weeks per year/ part time hours may be considered

Holy Family Catholic Primary School is a one form entry primary school in the village of Cronton. We are looking to appoint a highly motivated School Business Manager with strong organisational skills to join the school's busy office.

This is an exciting opportunity for someone with the relevant experience and skills to take on the responsibilities for effective whole school administration, financial, human resource and organisational systems. The successful candidate will have considerable independence and be accountable for their actions in managing resources within the budget, having a lead role in the marketing/promotion of the school and securing funding. This is a varied role with a broad range of responsibilities. We are looking for someone who is naturally positive, committed to our vision and passionate to support the future growth of our school. If you think you have what it takes to join our friendly and professional team, we would love to hear from you.

We offer:

- A happy and caring school community, where children and staff are valued & encouraged to flourish & succeed.
- A wonderful team of welcoming and dedicated staff where well-being is given high priority.
- An outward looking, aspirational and dedicated governing body.

We would expect our School Business Manager to:

- Have a very positive 'can do' approach to all aspects of work and model our caring and supportive ethos
- Build exceptional relationships throughout our school with parents, pupils and staff and the wider community.
- Have outstanding communication skills, use a wide range of technology, and have good ICT skills and experience of using Microsoft Office.
- Be highly organised with relevant experience in a school setting and passion for financial management, project management and grant applications.
- Have a genuine interest in all aspects of human resource management to support the efficiency of our staff team.
- Be proactive in all areas of school business by working independently and also closely with our Headteacher and Deputy Headteacher.
- Actively promote our school through effective use of social media and other communication tools
- Be willing to offer a supportive role to our governing body and be willing to attend Governor meetings throughout the school year.

Respect, Responsibility, Resilience

Email: holyfamilycronton@knowsley.gov.uk Website: www.holyfamilycronton.co.uk

X: @HFCronton

As part of the interview process shortlisted candidates will be expected to complete some tasks on the day of the interview.

Holy Family Catholic Primary School is committed to safeguarding, to promoting the welfare of our children and adhering to the Equality Act 2010. The successful candidate will 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. By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2023

Application packs are available on our website <https://holyfamilycronton.co.uk/about-us/job-vacancies/> or by emailing cathy.glanvill@knowsley.gov.uk

Visits to school are recommended and warmly welcomed. Please contact our School Office on 0151 424 3926 for more information or email the school office.

Closing date: Monday 29th April at 9am

Interviews will be held week commencing 6th May 2024

Start date: 1st September 2024

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