

St Mary's Catholic Primary School

Cookham Road, Maidenhead, SL6 7EG



'Learning and loving on our journey with Jesus'

SCHOOL BUSINESS MANAGER

To start as soon as possible

Salary Management Grade 7 & 8 FTE; £31,437 – £39,687 prorata, depending on experience

37 hours per week, term time including inset days plus three weeks in the holidays, 42 working weeks

We are seeking to appoint an outstanding School Business Manager

The successful candidate will:

- Have a proven track record of excellent financial management & administrative services
- Have experience of accounting software ideally Sage 50 and Management Information Systems
- Be able to work independently, prioritise and meet deadlines
- Be responsible for setting and managing the budget, income and expenditure
- Report to Trustees, Governors, Headteacher, CFO and stakeholders
- Be responsible for the H&S of the school premises and associated staff
- Line manage office, site and catering staff
- Have experience of HR and facilities management

Experience in an education setting would be an advantage but not essential.

St Mary's Catholic Primary School is located in the centre of Maidenhead, just a 5-minute drive from Junction 8/9 of the M4. We are welcoming and friendly with a strong commitment to staff development and the desire to make a difference in our community. We offer a positive, nurturing environment, with friendly, motivated children and a caring, supportive team.

Closing date: 3rd January 2022 at midday, Interviews: 10th & 11th January 2022 (tbc)

Please visit our school website (www.stmarys-maidenhead.org.uk >Vacancies) for further details and where the application pack, job description and person specification, can be downloaded.

Please contact Mrs Kate Foreman, (CFO) via e-mail: cfo@frassati-cat.com Or telephone 01628-620183 if further information is required.

St Mary's Catholic Primary School is committed to equality of opportunity and to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post requires an Enhanced DBS check along with other relevant employment checks.

St Mary's is a school within Frassati Catholic Academy Trust: a charitable company limited by guarantee
Registered in England and Wales: Company Number: 8561153
Registered Office: Cookham Road, Maidenhead, Berkshire, SL6 7EG