



Sacred Heart RC Primary School



Co-Headteachers: Mrs. S. Walker and Mrs. J. Botham
Knutsford Road, Gorton, Manchester, M18 7NJ
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www.sacredheartschool-gorton.org.uk

‘Where Every Heart is Sacred’

School Business Manager Vacancy (Level 1) Grade 8 (£39,186-£43,421)

Full time and Permanent from September 2nd 2024

Hours can be annualised to accommodate the majority of school holidays

Following the promotion of our current SBM, the Governors are seeking to appoint a highly motivated School Business Manager to provide business management and administrative support to the Headteacher and Governors to ensure best value and effective operation of the school. Previous experience in education is not essential; your leadership and operational management skills are the key to success in this role.

We are looking for a School Business Manager who:

- Is committed to their own professional development
- Has a commercial mindset, financial acumen and good ICT skills
- Is positive, solution-focused, determined, flexible and approachable
- Is able to maintain the security and confidentiality of the school office
- Has excellent organisational skills and the ability to thrive in a fast-paced environment
- Is able to demonstrate and support our school Mission across all aspects of school life
- Is an excellent communicator with the interpersonal skills to lead, motivate and inspire
- Has strong problem-solving skills and a willingness to embrace new situations and initiatives

We offer:

- A welcoming Catholic ethos
- An Employee Assistance Programme
- Supportive parents and an experienced and dedicated staff
- A professional, caring, inclusive and supportive working atmosphere
- Well-behaved and friendly children who are motivated to achieve and be the best they can be
- Governors and a leadership team who prioritise well-being and are committed to supporting all staff to ensure that our children receive the high-quality education they deserve

Further information, including person specification, job description and application form, can be found [here](#). Visits to the school are warmly encouraged; please contact Mrs. Botham, Headteacher, on admin@sacredheart-jun.manchester.sch.uk if you would like to arrange a visit.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced CRB check.

Closing date: Monday 15th July 12pm (noon)

Shortlisting: Monday 15th July (afternoon)

Interviews and Task: Wednesday 17th July

