



# St Matthew's Catholic Primary School

## School Business Manager

Job Title: School Business Manager

Employer: St Matthew's Catholic Primary School

Job Type: Finance & Administration

Job Phase: Primary

NOR: 411

Grade: NJCJE Grade 8 SCP 35-39 Negotiable for the right person

Actual Salary: £41,496 - £45,495

Contract Type: Permanent

Contract Term: Full time, 52 week all year around contract. Some flexibility around working week and annual holidays

Location: Liverpool

Start Date: Start date September 2024

Closing Date: 3rd May 2024 at 4pm

### **About the School/Role**

The governors wish to appoint a School Business Manager to our committed and caring staff in our two-form entry primary school in Clubmoor. St. Matthew's Catholic Primary School is an oversubscribed school which serves children from 4 to 11. St. Matthew's has high expectations in all areas and we strive to provide excellent teaching and learning and the care and support our children deserve.

We are looking to appoint a resilient School Business Manager to provide strategic support and guidance to the Headteacher and other Senior Leaders on all non-Teaching and Learning functions. Working closely with SLT, this role will administer the core business functions of the school including admissions, finance, HR, premises, health and safety and day to day operational aspects.

To be a successful member of our team we are looking for someone who will:

- Enable successful teaching and learning across the schools through supporting the Headteacher, Governors, School Leadership Team (SLT), staff and pupils by:
- Ensuring the smooth and efficient running of the school's financial, administrative, personnel, premises, health & safety, business, IT, and support services.
- Contributing towards the caring and inclusive nature of our Catholic school.
- Meeting with the Headteacher, Governing Body and any other relevant members of the team as appropriate, on a regular basis, to provide an overview of key financial issues and planning; administration, premises, business, and support service.
- Working with the head teacher to identify priorities and contribute to strategic planning in line with the ethos of the school's Development Plans.
- Managing the admin and supporting personnel
- Attending governors' meetings when required to report on finance and business.
- Working flexibly and collaboratively to meet the changing demands and priorities.
- Actively safeguard and promote the safety and welfare of all our pupils at all times.
- Highly effective communicator (in both written and verbal communications).
- Being an exceptional organiser
- Working in a team or on your own initiative.
- Being self-organised and be able to prioritise and manage conflicting demands to meet deadlines.
- Being able to understand and interpret complex legislation regulations etc.

### **We can offer you:**

- A caring and safe school with a positive ethos rooted in the Catholic faith and teachings.
- A warm, welcoming environment where the children are at the centre of all we do
- A commitment to support your CPD
- A dedicated, enthusiastic and caring team of staff, parents/carers and governors.

St Matthew's Catholic Primary School puts the safety and wellbeing of our children at the heart of everything it does. Our school is committed to safeguarding children and promoting the welfare of children. We expect all staff to share this commitment. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with barred list check.

### **How to Apply**

Please complete an application form and recruitment monitoring form, these are available on the school website or can be emailed out. Please return completed application forms via email to Mrs McCowen [h.mccowen@stmatthewscps.co.uk](mailto:h.mccowen@stmatthewscps.co.uk)

Closing Date: 3<sup>rd</sup> May 2024 at 4pm

Shortlisting Date: Week beginning 6th May 2024

Interview Date(s): week beginning 13th May 2024

### **Recruitment Documents**

Job Description:

Person Specification:

Application Form:

Recruitment Monitoring Form:

Criminal Disclosure Form (only to be completed if successful for interview):

### **Contact Details**

St Matthew's Catholic Primary School,  
Queens Drive,  
Clubmoor,  
Liverpool  
L4 8UA

Tel: 0151-226-1871

Email: [h.mccowen@stmatthewscps.co.uk](mailto:h.mccowen@stmatthewscps.co.uk)

Website: <https://matthews.school/>