



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

School Business Manager

SO1 SCP 23-25

FTE £35,570 - £37,563 - actual salary £21,446 - £22,647

25 hours per week (flexible working considered) | Term time +5

An exciting opportunity has arisen for an experienced, organised and motivated School Business Manager to join our friendly and dedicated team at St Michael & All Angels CE Primary School. Working closely with the Leadership Team and Governors, you will be responsible for the effective management of the school's financial and operational functions, including finance, payroll, HR administration, compliance, premises administration, health and safety and income generation activities.

We are looking for a School Business Manager who:

- Has experience of finance, budgeting and financial monitoring
- Has excellent organisational, administrative and IT skills
- Can produce accurate reports and analyse information effectively
- Has a good understanding of compliance and confidentiality requirements
- Can build positive relationships with staff, governors and external partners
- Is able to prioritise workloads and meet deadlines
- Shares our commitment to supporting children and our school community

We can offer:

- A welcoming and supportive school community
- Enthusiastic and well-behaved pupils
- A friendly and committed staff team
- Supportive leadership and governors
- Opportunities for professional development
- A varied and rewarding role with the opportunity to make a real difference

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS from the Disclosure and Barring Service before the appointment is confirmed.

Application forms can be downloaded from the school website and should be returned to: admin@st-michaelangels.calderdale.sch.uk

Prospective applicants are warmly encouraged to visit the school prior to application and should contact the school office to arrange a visit.

Closing Date: Sunday 1st November 12noon

Shortlisting: Monday 2nd November (Candidates will be informed Tuesday 3rd November)

Interviews will take place: Friday 6th November

Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.

Be strong and courageous (Joshua 1:9)