



**Diocese of Hexham and Newcastle
in partnership with Bishop Bewick Catholic Education Trust**

St Cuthbert's Catholic Primary School
The Green, Walbottle, Newcastle upon Tyne, NE15 8JL
Tel: 0191 2675956
www.stcuthbertsw.co.uk

SCHOOL BUSINESS MANAGER (PRIMARY/FIRST)

37 Hours per week, term time (38 weeks) plus 3 additional days worked during school closure as directed by the school.

Permanent

Grade BB06

Salary £28,371 - £31,099 per annum pro rata Actual salary £24,115 - £26,434 per annum

At St Cuthbert's we live and learn in faith and love, through Jesus' teachings. Our school is a place where we can grow as a family, helping each other to lead full and happy lives.

We have an exciting opportunity for a School Business Manager who will provide a comprehensive administrative and financial support to the school.

We are looking for a School Business Manager who has:

- excellent interpersonal, communication and organisational skills
- excellent ICT skills (Microsoft packages)
- experience of admin and finance systems, and procedures
- a working knowledge of school systems – such as SIMS
- experience of working in a busy school or office environment
- has people management skills
- has the ability to think creatively
- is flexible and self-motivated
- has the capacity to be a team player and to work in partnership with all stakeholders

The school has:

- a clear and shared vision
- strong supportive management
- very high expectations
- an innovative and creative approach
- excellent training and development opportunities
- a focus on raising and maintaining standards for all our pupils

If you feel you can demonstrate the characteristics we are looking for and have the appropriate relevant experience that meets the demands of the post, then we would like to hear from you.

Visits to the school are welcome and can be made by contacting Mrs Barrett, the Headteacher, to arrange an appointment. Application packs are available to download from our school website at <http://www.stcuthbertsw.co.uk> All paperwork submitted by e-mail must be signed on interview day.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise. **This post is subject to an enhanced DBS check and an online search for shortlisted candidates, as part of our due diligence.**

Closing date for applications: 2nd September 2024