

St Bernard's R.C. Primary School

Wendover Drive, Bolton. BL3 4RX

Headteacher: Mrs Kirstin Taylor

Telephone: 01204 652147

Email: office@st-bernards.bolton.sch.uk

School Business Manager

Job Title: School Business Manager

Salary: Grade G Points 23 – 27 £33,366 to £37,035 FTE

Actual salary: £28,571 to £31,713 per annum

Start Date: As soon as possible

Contract: - Permanent 37 hrs per week. Term time + 5 days.

At St Bernard's Primary School, our mission statement is 'A unique family in faith, love and learning.' This upholds the Catholic values within the daily lives of our pupils, staff and community. We are very much a family and we welcome and celebrate our differences. We strive to ensure that all our children are confident, kind, thoughtful and selfless.

The Governors of this popular school are looking to appoint a School Business Manager to start as soon as possible. This is an exciting opportunity for a hard-working, dedicated and professional person to join our school family. This would be an ideal opportunity for somebody who is already in a similar position, or somebody who has the right transferrable skills and a passion to work in this varied and very rewarding role.

Do you have the skills, commitment and caring personality to join our family here at St Bernard's RC Primary School?

If so, we need you to have:

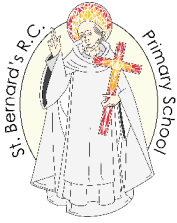
- financial experience of managing budgets
- a strong work ethic and the ability to adapt and prioritise while leading in a variety of areas
- the ability to manage a wide range of stakeholder relationships
- a clear understanding of confidentiality and data protection
- the ability to be forward thinking, proactive and approachable
- the desire to work closely with the Headteacher in supporting our vision and school ethos.

Key areas of responsibility:

- **Finance** – we are a non-cheque book school - managing our own spending plan and budget in consultation with the school finance team.
- **Administration** – ensuring excellent procedures are in place and the delivery of statutory reporting to both internal and external stakeholders is within set timeframes.
- **Personnel** – managing HR procedures and paperwork.
- **Premises** – collaborate with the Site Manager in maintaining and enhancing facilities and school buildings, including Health and Safety requirements/regulations and Risk Management. Arrange site visits and meetings during our school rebuilding programme.

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• **Leadership** – line management of Site Manager, School Cleaners and possible Office Staff. Take a proactive part in the leadership of the school as part of the Leadership Team.

• **Front of office** – duties including Reception Desk, supporting parents/carers with any queries and general school office duties.

We are able to offer:

- Wonderful children, who are kind, hardworking and well behaved and have a love of learning
- An extremely supportive leadership and staff team who often go above and beyond
- Very supportive parents and governors
- A commitment to high quality professional development
- A happy, friendly and supportive community with a strong Catholic ethos.

Closing date: Wednesday 4th June at 9am.

Shortlisting: Thursday 5th June 2025

Interviews to be held: Thursday 12th June 2025

Please visit our school website and scroll down to the bottom of our homepage and click on the vacancy tab where you will find the application details

Visits to the school are warmly welcomed. Please contact the school office, on the above number, to make an appointment. *(Please note half-term holiday from Monday 26th May to Friday 30th May)*

Please return completed applications to recruitment@st-bernards.bolton.sch.uk, marked for the attention of Mrs Taylor.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Online checks will be carried out for all shortlisted candidates and the successful candidate will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

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