St Gabriel's Catholic Primary School

'Be graceful'

Well Lane – Alsager – Stoke on Trent – ST7 2PG
Telephone: 01270 875770
Headteacher: E J Byrne B.Ed. (Hons) NPQH
School email: admin@stgabriels.cheshire.sch.uk
www.stgabriels.cheshire.sch.uk

School Business Manager Vacancy

St. Gabriel's Catholic Primary School is seeking a highly motivated and experienced School Business Manager to join our team as soon as possible. This is a part-time position that offers the opportunity to work in our diverse and vibrant learning environment and to support a committed, professional and hardworking office team.

As the School Business Manager, you will be responsible for the day-to-day management of the school finances, personnel and the school premises. You will work closely with the Head Teacher and other senior leaders to ensure that the school's budget is managed effectively and that all financial transactions are recorded accurately. You will also be responsible for managing the school's human resources, including recruitment, training and performance management.

In addition to financial and personnel management, you will oversee the school premises, ensuring that they are well maintained, safe and fit for purpose. You will be part of and work closely with the school's senior leaders to develop and implement strategic plans to support the school's vision and mission.

To be considered for this role, you will need to have:

- A professional qualification in School Business Management (or a willingness to undertake the qualification within an agreed timescale) and/or financial qualification of a related field.
- Experience in a similar role or within an educational environment.
- Strong financial management skills with experience of financial planning and managing accounting.
- Excellent communication skills, with the ability to build relationships and influence stakeholders at all levels.
- Excellent IT skills and experience of finance and HR systems.
- Knowledge of health and safety regulations and experience of managing facilities.

In return we offer a competitive salary, ongoing professional development and the opportunity to work in a friendly and supportive environment. If you are passionate about education and have the skills and experience we are looking for, we would love to hear from you. For more detailed information of the expectations, roles and responsibilities of the Business Manager at St Gabriel's please refer to the person specification and job description attached.

This is a part-time vacancy for 38 weeks a year. The hours of employment are in term time, from 8.30am to 3.30pm with 30 minutes lunch break (Monday to Friday including one INSET day). Starting salary will be on a Grade 7. (Cheshire East)

Informal visits/chats with the Headteacher are welcome.

All applicants are required to complete a Catholic Education Service Application form. Please DO NOT complete the Cheshire East document. Applications are available under the vacancy section of the school website https://stgabrielsalsager.co.uk/vacancies/

All applications and supporting letters should be emailed to head@stgabriels.cheshire.sch.uk by Monday 23 November at 9:00. Shortlisting to be held on Monday 23 November 2026. Interview date will be Friday 27 November 2026.

St Gabriel's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Candidates are advised that the school operates stringent vetting procedures. The successful candidate will be subject to an Enhanced DBS check, the satisfactory completion of a Health Questionnaire and references satisfactory to the school.

Ofsted Outstanding
MUSIC MARK PROUD TO BE A MUSIC MARK SCHOOL 2023 - 2024
SCHOOL GAMES GOLD 2023/24