



OUR LADY'S CATHOLIC PRIMARY SCHOOL

*"We aspire that through the love of Jesus everyone should
"have life and have it to the full".*

John 10:10

School Business Manager

Job Details

Salary: HC

Hours: 20 hours per week term time plus one week

Reporting to: Headteacher

Start Date: As soon as possible

Closing Date: 12 noon on Monday 20th April 2026

Interviews: Week commencing 27th April 2026

The Archdiocese of Cardiff and the Governors of Our Lady's Catholic Primary School invite applications for an efficient and enthusiastic School Business Manager with excellent office skills and strong attention to detail. The role will include overseeing the Office Administrator and working both independently and as part of a team in a busy school environment.

Applicants should have:

- a sound knowledge of the financial workings of a school
- a sound knowledge of budget management and accounting techniques
- a good knowledge of employment law
- an understanding of the crucial need for confidentiality
- excellent IT skills and an understanding of how these skills can support them in their role
- the ability to line manage other employees, including responsibility for the allocation of work
- the ability to communicate effectively with a range of audiences, including children, colleagues, parents, governors and external contacts
- the ability to identify priorities and manage their own workload to meet deadlines, while ensuring lower-priority work is kept up to date
- the ability to show sensitivity and objectivity when dealing with confidential issues
- the Certificate of School Business Management, or postgraduate business experience
- a willingness to participate in further training and development opportunities offered by the school and county, including completion of the Certificate of School Business Management if not already held

How to Apply

Application packs are available from the School Office or on our website.
Visits to the school are warmly encouraged.

To request an application pack or to arrange a visit, please contact:

Mrs L. Good, School Administrator

Email: admin@our-ladys.hereford.sch.uk

Phone: 01432 274814

Location: Our Lady's R.C. Primary School, Boycott Road, Hereford, HR2 7RN

Website: www.our-ladys.hereford.sch.uk

Our Lady's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. All posts involving work with children or vulnerable adults require an enhanced DBS check.