



Job Vacancy School Business Manager

Required from September 2025 or as soon after as possible

Permanent - 37 hours per week, 41 weeks per year (part time may be considered)

£29,789 to £35,237 (actual salary - Grade 6)

Are you looking for a new challenge? Do you want to contribute and make a real difference to the lives of young children and their families? Do you work very hard, yet have fun at the same time? If so, we just might be what you are looking for and we would love to hear from you!

The Governors of All Souls Catholic Primary School wish to appoint an experienced and enthusiastic School Business Manager to join our team of dedicated professionals and oversee our school's administration including finance, HR, health and safety and premises.

All Souls Catholic Primary School is a happy, popular, single-from entry school predominantly serving the local communities of Chapelfields and Earlsdon in Coventry. We are a forward-thinking school, rated 'Good' by both Ofsted and in our Catholic Schools' Inspection, with aspirations and a clear plan for greater things.

We would be very interested in hearing from candidates who have experience in:

- Finance
- Data protection compliance and GDPR
- Health and safety and premises management
- Human resources
- Contractor and supplier management
- Customer service
- Minibus compliance (desirable)
- SIMS and FMS software (desirable)

To be successful in the role, it is essential that you:

- are a team player, and happy to work independently, using your own initiative
- are an excellent communicator with a good standard of spoken English and very good interpersonal skills
- have a caring, fun and friendly nature
- bring a smile and high levels of optimism with them
- are pro-active, get stuck in and demonstrate initiative
- are someone who can embrace the ethos and Catholic life of the school

We can offer you:

- The opportunity to work with brilliant children and families and make a significant contribution to the future of the school
- A supportive, friendly and hardworking environment
- Commitment to your own professional development
- A high level of job satisfaction and fulfilment

Visits to our school are strongly recommended and warmly welcomed. They can be arranged by contacting the school office on 024 76675836 or emailing the headteacher: andrew.cooke@allsoulsschool.co.uk

Application packs are available to download from the school website <https://allsoulsschool.co.uk/job-vacancies/>

Applications should be returned to - recruitment@allsoulsschool.co.uk

Relevant Dates: Closing Date: **3pm, Thursday 12th June 2025**

Interview Date: **w/c: 16th June 2025**

All Souls is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. All references will be taken up prior to interview. The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

