St Mary Magdalen’s Catholic Primary School,

Buller Avenue, Penwortham, Preston. PR1 9QQ

Tel 01772 742351

Headteacher Mrs C McKinnon

Email [bursar@st-marymagdalen.lancs.sch.uk](mailto:bursar@st-marymagdalen.lancs.sch.uk)

Website: www.st-marymagdalen.lancs.sch.uk



Nurturing Hearts and Minds

We are looking for an adaptable, enthusiastic person to join our wonderful and vibrant team. The candidate will be a team player, dedicated, hard working and passionate about their job.

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| **Post title:** School Business Support Officer 3 | | | | | | | | |
| **Grade:** | Grade 5 | | **Start Date:** | 13th Oct 2025 or ASAP after this date | **Location:** | | | PR1 9QQ |
| **Scope of Work – appropriate for this post:**  Working independently on a varied range of tasks which may require the use of some analysis and judgement to complete including, but not limited to, being responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. There may be a requirement to provide support and guidance to other members of staff and be able to deal with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes. | | | | | | | | |
| **Accountabilities/Responsibilities – appropriate for this post:**  **Administrative/Teacher/Pupil Support**   * Responsible for school administrative activities including administration of financial processes and administration relating to school facilities including lettings and income. * Assisting in budget planning, monitoring and evaluation and provision of regular reports to school management, including development of financial procedures and overseeing financial transactions/activity within the school * Contributing to the planning, development and delivery of support services and procedures. * Maintenance of manual and computerised records * Development, management and ongoing monitoring of all management information and finance systems * Maintenance of SCR * Responsible for producing annual and statutory returns * Production of regular management information, including financial data and assist in the production of reports for the senior leadership team. * Undertake monitoring of monthly expenditure, * Reconcile accounts * Management of resources within an agreed budget including regular audit. * Assist in school marketing and promotion. * Assist as appropriate in relation to recruitment and selection to support posts in school. * Assist in securing sponsorship/funding.   **General Duties**   * To work within school policies and procedures. * To contribute to the provision of an effective environment for learning. * To support the promotion of positive relationships with parents and outside agencies. * To attend skill training and participate in personal/performance development as required. * To take care for their own and other people's health and safety. * To be aware of the confidential nature of issues. | | | | | | | | |
| **Additional supporting information – specific to this post.**  **Indicative knowledge, skills and experience**   * Experience of working in a finance role. * Knowledge of SIMs and/or Arbor * Previous experience of working within a school setting | | | | | | | | |
| **Additional Information:**   * Role is Part time – 21 hours per week and term time only (3 full days 8:30 –4:30 – 1 hour lunch) | | | | | | | | |
| **Prepared by:** | | Claire McKinnon (Headteacher) | | | | **Date:** | 12th September 2025 | |

Applications to be submitted to the school office by Tuesday 7th October 2025 (noon)

Interviews week commencing 6th October 2025

Part-time role – 21 hours per week, term time (permanent)

Proposed hours: 3 full days 8:30 – 4:30 (1 hr lunch)

Start Date: 13th October or ASAP after this date (if notice needs to be worked)