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|  Headteacher: Mrs Victoria Woods | St Mary’s C E Primary SchoolSoutham RoadBANBURYOxfordshire OX16 2EGTelephone: 01295 263026 Email:office@banburystmarysschool.co.uk Web: [www.st-marys-banbury.oxon.sch.uk](http://www.st-marys-banbury.oxon.sch.uk)   |

**School Office Finance Manager and Clerk to Governing Body.**

**25 hrs per week**, term time only

School Support Staff **Grade 9**

Job sharing will be considered for candidates with the right skills.

Are you a person with office and finance manager skills looking for a new challenge? We have just the right opportunity for you here at St Mary’s Primary school in the heart of Banbury. This post offers flexible opportunity for the right candidate(s). You may be interested in all or only part of this position(s); either way we want to hear from you.

**Office Management:**

Reporting to the Headteacher and working with our experienced Admin Assistant, you will manage the day to day activities in a busy school office with plenty of opportunity for interaction with children, families and staff. You will take the lead on administration of our HR processes and liaison with our Trust, the Oxfordshire Diocesan Schools Trust. You will manage onsite contracting and the cleaning and maintenance team and ensure the health and safety requirements of our site are met. The position will also involve being Clerk to the Local Governing Board.

**Finance Management:**

Making up between 0.5 and 1.0 day per week of the full contract, you will have experience managing invoices and purchasing whilst being able to prudently monitor our budget. Working with the Headteacher and Governors, you will be able to manage financial planning for future

budgets.

**The successful candidate will:**

* Have excellent interpersonal skills
* Have proven financial experience in a school or business
* Have experience of budget planning software
* Be able to use their own initiative with excellent time management skills
* Be able to work constructively with external service providers and agencies
* Be supportive and hardworking and able to work as part of a team
* Be willing to contribute to the overall ethos, values and work of the school

If you already work in a school environment but want to extend your experience, or if you would like to move into this area of work and have relevant previous experience in these areas, we would love to hear from you. Full training in appropriate HR and finance packages will be given to successful candidates as required.

The exact working hours will be agreed with successful candidate(s). Please indicate in your application if you are applying for the full contract (25 hrs per week) or a part there of; Office Manager and Clerk (approx. 18-20 hrs per week) or Finance Manager (approx. 5-7hrs per week).

Visits to school are encouraged. Please contact Mrs Victoria Woods, Headteacher, to arrange a suitable time. Please email head@banburystmarysschool.co.uk. And you will be contacted by return to arrange a suitable time.

Closing date: Wednesday 11th September, 12.00 noon

Interview date: Tuesday 17th September

Start date: ASAP