

Vacancy advertisement pro-forma (effective from 01/09/2017)

Advertisement requests need to be emailed to schoolbulletin@wiltshire.gov.uk by 10am on a Thursday and will appear on the careers website the following Tuesday. **Please do not email individual recruitment team members.** Adverts can be scheduled to go live on a particular date and will continue to run through school holidays.

Type of advert/package	Basic <input type="checkbox"/>	Standard <input checked="" type="checkbox"/>	Premium <input type="checkbox"/>
Name of School/Academy	St Josephs Catholic Primary School Malmesbury		
Full Job vacancy title	SCHOOL BUSINESS MANAGER		
Please select a category	Schools - Teaching <input type="checkbox"/>	Non-Teaching <input checked="" type="checkbox"/>	Headteacher <input type="checkbox"/>
Address	Holloway Malmesbury Wiltshire SN16 9BB		
Salary range	£TBC depending on experience		

This is not a Wiltshire Council vacancy therefore please contact the school direct for further information.

Job advert

The Governing Board wishes to appoint a School Business Manager, or a Senior Finance Officer with experience of business management in schools. As a voluntary aided maintained school, we are responsible for managing the whole range of business functions, from finance to premises, and administration to personnel. We are a happy, successful and thriving school, with a balanced budget. We are looking to make an appointment that will allow us to continue that trend. If you are innovative and inspirational, an effective communicator who leads by example, with strong current knowledge and a willingness to propose change where it's necessary, we would very much like to meet you.

Hours of work: Full time

Contract type: Permanent

Closing date (and time): 25 November 2019 (Noon)

Interview date: 5 December 2019

Commencement date: January 2020 or as soon as possible thereafter

Additional information

An information pack and application form can be obtained from Elaine Pearce admin@st-josephs-malmesbury.wilts.sch.uk. Visits to the school or a telephone conversations are welcomed. Please contact 01666 822331.

St Josephs Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Advertising packages (please refer to attached document for more info)

Basic – Advert placed on the careers website. **(standard price)**

Standard – Careers website, social media coverage and advert placed on Southwest jobs **(extra £20 per advert)**

Premium – Careers website, social media, Southwest Jobs and an apply button* **(extra £35 per advert)**

Executive – Coming soon!

*Login provided to download all applications received and send to your email address

The cost of a single advert entitles you to up to 4 weeks of continuous advertising. **Closed adverts to be re-advertised are charged as a new advert.** Adverts can not be combined. All adverts automatically close at 12am CET.

Please note that currently logos/pictures are not supported by the careers website but we are looking are ways of incorporating this into the website at a later date. We are able to upload attachments to your advert including application forms please include these in your email and advise clearly they are to be attached.

We recommend you check your advert text clearly on the expected live date and alert us immediately of any amendments. The information you include in the pro-forma will appear on the website how it is written we therefore suggest you limit the use of abbreviations to ensure the candidate can use the website search facilities effectively.