

## **St Anne's and St Joseph's R.C Primary School, A Voluntary Academy**

### ***School Business Support Officer (37 hours, Grade 5, Term Time only)***

An exciting opportunity has arisen to join our hardworking and nurturing school to work in our office. We are seeking to appoint an approachable, hardworking and enthusiastic School Business Support Officer. You will have a clear understanding of how to achieve and maintain the highest standards in all areas of school life.

We are looking for someone who is:

- Conscientious and hardworking
- Not afraid of a challenge
- Able to work well with others
- Supportive and respectful of our Catholic identity and ethos
- Organised, efficient and flexible in their approach to work
- A good communicator.

In return, we will offer the successful applicant:

- A very supportive and committed staff team
- A nurturing environment where everyone's contributions are valued
- A thriving Catholic community where faith is at the centre of everything we do
- The opportunity to enhance and further develop your curricular strengths
- Happy, respectful and enthusiastic children
- Consistent support to develop attachment and trauma sensitive practice

What we are proud of:

- Our Catholic ethos which is tangible throughout school and often commented on by visitors to the school
- Our commitment to making a difference to children's lives
- A dedicated and supportive Governing Body and Academy Trust
- A strong leadership team with a clear, shared vision for our school
- A friendly, hardworking and committed team of teachers and support staff
- Well behaved, respectful and happy children who are eager and enthusiastic to learn
- A shared commitment to providing the best possible education and life experiences for the children in our care, including those who are disadvantaged
- Close links with the schools within our Trust

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We encourage all applicants to contact school to arrange an informal visit. Please contact our school office to arrange a visit on 01254 233019. For further information or to request an application pack, please email [bursar@sasj.lancs.sch.uk](mailto:bursar@sasj.lancs.sch.uk)

Closing date **Friday 11<sup>th</sup> July (12 noon)** to be returned by post or via [bursar@sasj.lancs.sch.uk](mailto:bursar@sasj.lancs.sch.uk)

Interviews **Friday 18<sup>th</sup> July.**