



**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
MOSSY LEA ROAD
WRIGHTINGTON
WN6 9RE
PHONE 01257 423092**



School Business Support Officer

REQUIRED: As soon as possible

GRADE: 3 (Currently £ 25,949 FTE)

Working Hours will be 35 hours per week (8.30am – 4pm), term time only.

The Governors of this successful, caring and forward-looking school wish to appoint a highly effective and appropriately experienced School Business Support Officer. The successful candidate must have experience of administrative work; of working with Microsoft Office; have recent regular use of ICT systems and ideally experience of working on SIMS modules or similar. The successful candidate should have a polite and welcoming manner as they will be the first point of reference for many visitors; both to the school and on the telephone.

Applicants should outline any specific experience they have had in relation to the post.

St Joseph's Catholic Primary School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached. This position is part time, term time only, please note the salary quoted is full time equivalent. If successful the salary received will be paid on a pro-rata basis.

Candidates will be required to complete the CES application form, plus other necessary recruitment forms, which are available to be downloaded from the school website –
www.st-josephs-wrightington.lancs.sch.uk

Applications to be returned via email to:
school.info@st-josephs-wrightington.lancs.sch.uk

Closing date for applications: 25th September 2026
Interviews: Week commencing 28th September 2026