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**Job Advert for School Business Manager (Permanent Position)**

**St Benedict’s Primary Catholic Voluntary Academy**

**Start Date: September 2017**

**Grade F annual salary £25,291 to £27,668 pro rated to hours worked of 32.5 hours per week term time only**

Governors, staff and children would like to appoint an effective, organised and welcoming School Business Manager who is dedicated to managing and maintaining an effective school office and financial system. You will work in a friendly and supportive environment that aims to provide an excellent education for our children.

St Benedict’s became part of The Nicholas Postgate Academy Trust in September 2015 and works closely with other schools within the Trust.

Applications are invited from experienced School Business Managers as well as applicants with an experience of financial and office management systems

* Has an understanding of how to communicate effectively with parents, children and visitors, staff and governors
* Has an understanding of relevant financial processes and systems in a school
* Has experience of using PS Financials or other relevant financial package
* Understands how to effectively monitor budgets and data to answer queries
* Is able to have a good professional working manner at all times

We are looking for someone who:

* Understands data protection policies and demonstrates excellent safeguarding practices
* Is able to work effectively as part of a team

In return we can offer:

* A happy school with support of the Director for Finance and Corporate services within the Nicholas Postagate Academy Trust
* A strong Catholic ethos
* A friendly and supportive staff and knowledgeable team of Governors
* Excellent CPD opportunities
* Regular meetings with other SBM within the trust

Interviews will be held week commencing

Closing Date: 24th May 2017 Interviews 9th June 2017

Please contact the school to arrange a visit.

Application forms are available from school or from www.cesew.org.uk.

Please note applicants who do not use the CES forms will not be considered

St Benedict’s Primary Catholic Voluntary Academy, Mersey Road, Redcar, TS10 1LS

Tel: 01642 495770 **Email:** [**schooladmin@st-benedicts.rac.sch.uk**](schooladmin%40st-benedicts.rac.sch.uk)

St Benedict’s is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant employment checks.

The post is subject to the Childcare Disqualifications Regulations 2009 and as such, shortlisted candidates will be asked to complete a Disqualification Declaration. Any information will be discussed at interview.