

**School Business Manager**

Recruitment Pack

May 2017

Dear Applicant,

May I take this opportunity to thank you for expressing an interest in applying for a position at St Benedict’s Primary Catholic Voluntary Academy.

Our school is at an exciting phase of development. In October 2014, we formed a Catholic Multi Academy Trust - The Nicholas Postgate Academy Trust – along with St Bede’s, Marske, St Paulinus, Guisborough and St Joseph’s, Loftus and Sacred Heart, Redcar. We aim to continue to develop as a school within the trust, providing our pupils with good quality education.

You will be joining a team, who are driven to ensure that as a school we achieve the highest possible standards.

We are looking for a School Business Manager who is welcoming, efficient, organised and able to work in partnership with other School Business Managers , as well as the Finance and Corporate Director of the trust. We are also looking for someone who will contribute to our Catholic ethos.

As a school, we work together so the ability to collaborate and be open to development is essential.

St Benedict’s is committed to safeguarding and promoting the welfare of children and young people. Safer recruitment practices will be undertaken before any appointment is confirmed, please refer to the enclosed information on Safer Recruitment.

We welcome visits and would like to offer you the opportunity to come to St Benedict’s before making your application.

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. Please submit forms by post or electronically.

The post provides a great opportunity for either an experienced school business manager or an applicant with a financial / administrative background. I look forward to your application.

Regards,

Mrs K Sill

Headteacher