**Assistant Business Manager required for September 2021**

**37 hours per week plus two weeks term time**

**Grade 6 Scale Point 18 – 22**

**Actual Salary £21974 - £23785**

Blessed Edward Oldcorne Catholic College is an outstanding Catholic school committed to ensuring all of our students excel spirituality and academically. At Blessed Edward Oldcorne Catholic College everything we do is “For the Greater Glory of God”. Our vision is that all members of our community play their part in making the world a better place. In order for society to flourish we strive to be people of good character as described by our college virtues.

Blessed Edward Oldcorne Catholic College is a popular and well respected school which is always oversubscribed. Parents recognise that we are an inclusive community where staff and students aim to live their lives in the image of Christ as far more than merely words on a page.

We are seeking to appoint an Assistant Business Manager to join our Finance Team and become an integral part of an experienced and highly motivated team. This post will be ideal preparation for a candidate who has ambitions to become a school Business Manager at some point in the future.

In return our college can offer you a welcoming and inclusive environment with a culture of openness and transparency. We place great emphasis on the wellbeing of our staff and offer a number of benefits to support this. You will also benefit from support, mentoring and development tailored to you. Staff flourish at Blessed Edward Oldcorne Catholic College and we offer ongoing career advancement for staff at all levels.

Blessed Edward Oldcorne Catholic College is a very special place to work. Our students are friendly, enthusiastic, and eager to learn. Staff are caring, supportive and dedicated to finding the true potential in each and every one of our students. The finance team play a pivotal role in ensuring that our students receive a high quality education and that their time at our college is a fulfilling and enjoyable one. If you believe that you have the skills and passion to work in a role which makes a real difference to young people please request an application form from Ms Rosie Delord on 01905 361875 or email [office@blessededward.co.uk](mailto:office@blessededward.co.uk)

Closing date: 9am Friday 2nd July 2021

Greg McClarey

Headteacher