**St Anne’s Road, Ormskirk, L39 4TA Telephone: (01695) 570335 Fax: (01695) 571686**

**Website: www.sbchs.co.uk Email: admin@sbchs.co.uk**

**Headteacher: Mr. P. Denton BA (Hons), MA, NPQH**

**St Bede’s Catholic High School**

**Archdiocese of Liverpool** **St Bede’s Catholic High School**

Group 5 (11-16) 713 on roll

**School Business Manager**

NJC Scale Point Range (40 – 44)

£44,624 to £48,684

The Governors of this high achieving and highly successful school wish to appoint a Business Manager from 1st January 2023 or sooner. The Archdiocese of Liverpool judged the school to be ‘Outstanding’ stating, “St Bede’s provides outstanding Catholic education”. Ofsted judged the school to be ‘Good’ in all categories,

Our school has a strong Catholic mission at the centre of its community life. Our values are centred on love, faith and hope .We believe that we are part of God’s creative process, providing the opportunity for each individual to flourish in order to serve the Common good.

This is a challenging and diverse role and only suitably qualified and experienced candidates should apply. The successful candidate will lead on the strategic development for Finance, Premises & Facilities, Health & Safety, Compliance, Asset Control, Human Resources and Marketing. We strive for excellence in all that we do, and the work undertaken by our support teams is no exception.

Governors are looking to appoint a Business Manager who will support the newly appointed Headteacher and build on a well-established reputation and culture of high achievement. Our vision is a lived ambition and all we do is centred on creating a school that can ‘…deliver a world class Catholic education that encourages our students to want to make the world a better place’.

**The successful candidate will:**

* have recent successful leadership experience
* have the ability to lead, motivate and inspire pupils, staff, parents and Governors in pursuit of the school’s strategic development
* be committed to furthering the achievement and progress of all pupils in the school
* be able to demonstrate the ability to lead on operational matters and show a history of strong financial management

**We can offer:**

* a calm and supportive community, underpinned by our strong Catholic ethos
* wonderful, enthusiastic pupils who are eager to learn and achieve
* a strong leadership team with a dedicated team of staff
* a committed and supportive Governing Body, Local Authority and Archdiocese
* a firm commitment to your ongoing professional development

**Application packs can be downloaded from the school website** [**www.sbchs.co.uk**](http://www.sbchs.co.uk) **or by emailing Mrs A Southworth, School Business Manager** **a.southworth@sbchs.co.uk**

**Tours of school by appointment with Mrs Southworth. Please email a.southworth@sbchs.co.uk**

**Closing date: 9am, Monday 22nd August 2022**

**Shortlisting will be undertaken on the 22nd August 2022**

**Interview date: Friday 26th August 2022**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check***