**School Business Manager**

**Central Lancaster High School**

The Bay Learning Trust is seeking to appoint a School Business Manager to lead and manage the daily functions of a school, specifically in the areas of Finance, School Administration, Catering, Premises, Facilities, ICT and HR and Payroll at Central Lancaster High School.

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| **Responsible to:** | Headteacher |
| **Grade:** | Grade 10 NJC (35-40) £44,711 - £49,764  £1000 recruitment allowance for an exceptional candidate. |
| **Location:** | Central Lancaster High School |
| **Paid weeks per year:** | Full time, full year |
| **Closing date:** | 9am Tuesday 22 April 2025 |
| **Interview:** | Wednesday 30 April 2025 |
| **Start date:** | September 2025, or as soon as possible. |

We would also welcome you to visit our school, in advance of the closing date, to see and speak to our pupils and staff.

For further details or for an informal confidential conversation, or to arrange a visit to our school, please contact: [recruitment@lancasterhigh.lancs.sch.uk](mailto:recruitment@lancasterhigh.lancs.sch.uk)

Please complete the Bay Learning Trust support staff application form and equal opportunities form which can be accessed here: <https://www.lancasterhigh.lancs.sch.uk/job-vacancies>

Please also include a supporting letter, no more than two sides of A4, outlining your experience and qualities that make you suitable for the role.