



OAKLANDS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE



SCHOOL BUSINESS MANAGER

Contract Type:	Full time, permanent
Working Hours:	37 hours per week
Salary:	£63,850 - £71,609 (Grade I)
Holiday:	27 days per year plus Bank Holidays
Start Date:	1 st April 2025 or as soon as possible after
Closing Date:	Monday 25 th November 2024, 12.00noon
Interviews:	Week beginning Monday 2 nd December 2024

Edith Stein Catholic Academy Trust (ESCAT) seeks to appoint a dynamic and highly motivated person to fulfil the role of School Business Manager for Oaklands Catholic School and Sixth Form College.

The successful candidate must be passionate about working to secure the best possible outcomes for all our children, families and the wider community. We are seeking an individual who enjoys taking the initiative and has the resilience and ability to manage people effectively as part of a team.

We can offer

- An attractive salary
- Option to work from home
- Child care vouchers
- Cycle to work scheme
- Free parking
- Access to professional development
- A dedicated and enthusiastic team of staff and Trustees
- Support from colleagues within all our schools

Key Responsibilities for School Business Manager

- Lead on finance, health and safety, site management, HR and safeguarding
- Ensure effective systems and procedures in all aspects of school administration
- Provide month-end finance documentation
- Plan and prepare budget forecasts
- Promote the school and secure funding from various sources
- Be a positive and enthusiastic individual who demonstrates commitment, is a strategic thinker and has effective financial management skills

Oaklands is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to a DBS check along with other relevant employment checks.

Further Information and Associated Documentation

Please visit the website www.oaklandscatholicschool.org, for the Applicant Information Pack and relevant application forms.

School development plan

[ESCAT Strategy Document 2024-2028](#)

[ESCAT Annual Report and Financial Statements 2022-2023](#)

[Trustees' Annual Report to Stakeholders 2022-2023](#)

Contact

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