



CATALYST

Quarry Hill Academy

Bradleigh Avenue, Grays, Essex RM17 5UT
Telephone: 01375 373729 E-mail: admin.qha@catrust.org.uk

Catalyst Quarry Hill Academy: School Business Manager

Reports to: Executive Headteacher

Start date: July 2026 or September 2026 for the right candidate

Closing Date: 12 June 2026

Interview Date: week beginning 15.06.2026

Salary: Range Band E/F, Point 24-33 (£38,780 - £49,022) Pro- Rata Actual Salary Range (£36,295 - £45,882)

Hours: 37 hours per week, term time and INSET days plus 3 weeks during school holidays

We are looking to appoint an enthusiastic School Business Manager to join a highly motivated team in an excellent school. We are seeking a professional with high expectations and a happy disposition.

This role will provide overall strategic leadership and management for all aspects for finance, HR ICT, community usage, administration and operations support in the academy.

We are looking to appoint a School Business Manager who will:

- Have a visible presence in the school
- Support the Senior Leadership Team, contributing to strategic planning and decision making, leading staff training, task groups and attending Governing Body meetings
- Be responsible for all aspects of finance, HR, ICT, administration and operations support, including catering and premises
- Contribute to the achievement of the educational vision for the academy
- Work with our partners in Catalyst Academies Trust to develop high quality systems and services
- Have a strong empathy with and interest in education

As part of Catalyst Academies Trust, we offer a strong support network, access to the Catalyst Perks reward platform and retention bonuses for all staff.

Visits to the school are both positively encouraged and warmly welcomed. Also, you are very welcome to have an informal, confidential discussion with Samantha Wakeling, our Executive Headteacher, about this vacancy. Please contact the school on 01375 373729 or email admin.qha@catrust.org.uk to arrange these. You should apply via www.essexschoolsjobs.co.uk or request an application form via the contacts above. Previous applicants need not apply.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.

