



Business Manager St Anthony's Girls' Catholic Academy

CEO: Mr T.B. Tapping
Headteacher: Mrs Marie Lanaghan

Salary: Grade 7 SCP 26 to 30 £36,124 to £39,513 p.a.

Start Date April 2025

Contract: Permanent.

Working Hours: 37 hrs per week Mon – Thursday 8am to 4.00pm and Friday 8am-3.30pm with 30 minute lunch each day all year round

We are looking to appoint **an enthusiastic Business Manager**, who has high levels of initiative and is motivated to work in a busy secondary school environment. At St Anthony's Girls' Catholic Academy we look to inspire and develop all members of our community on a journey through faith and learning. We strive to achieve excellence and overcome challenges through mutual respect and consideration. Our workload charter sets the tone for what we stand for as a Trust and sets out our commitment in relation to staff workload and wellbeing. This supports our overall mission of creating: Better Schools, Better Communities and Better Futures in Christ.

St Anthony's Girls' Catholic Academy is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty-five Primary Schools across South Tyneside, Sunderland and East Durham. Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

All application documents should be fully completed and submitted by email to recruitment@staga.co.uk by **9am Monday 17 March 2025**. Applications are required and CV's will not be accepted. For enquiries regarding this role, please contact Headteacher via email recruitment@staga.co.uk. Interview dates will be week commencing 24 March. Exact date will be confirmed following short-listing.

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. An online search will be completed for all shortlisted candidates. References will be requested for all short-listed candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.