

## **ADVERT – SCHOOL BUSINESS MANAGER**

### **JOB OVERVIEW**

We are seeking to appoint a highly motivated, strategic and experienced School Business Manager to play a key leadership role in the effective operation of St Bede's Catholic College, a successful secondary single academy.

This is an exciting opportunity for a proactive and forward-thinking professional who will work closely with the Principal, Senior Leadership Team and governors to ensure the efficient management of the school's financial, staffing, premises and operational functions. The successful candidate will contribute to the strategic direction of the College while ensuring that day-to-day business operations run smoothly and effectively.

You will need to be well organised, resilient and adaptable, with excellent communication skills and the ability to build strong working relationships with staff, governors, trustees, parents and external partners. You will play a vital role in supporting our mission to provide outstanding education within a caring, inclusive Catholic community.

St Bede's has a diverse community of students and we would be pleased to receive interest from applicants of all backgrounds.

### **WHY CHOOSE US**

St Bede's has a superb reputation locally, within the Diocese and nationally. We are recognised by the Diocese as an Outstanding Catholic school and hold the SEND Inclusion award that recognises our high-quality education for students in SEND. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. We have also been recognised for 'Leadership through moral purpose', 'engaging with evidence and research' and for our outstanding results by SSAT. The College has also been awarded the Leading Parent Partnership award in recognition of our work with parents and re-accredited as Investor in People.

### **WHAT WE OFFER**

- A school fully dedicated to enabling every child to reach their full potential
- Collaborative working to support effective workload management and wellbeing
- A dedicated and friendly team of professionals who are committed to excellence
- Excellent CPD and professional development opportunities
- Onsite parking
- Local Government Pension Scheme
- Membership of the DfE Staff Wellbeing Charter
- Free employee assistance programme
- Cycle to work scheme
- Free use of the college gym

### **THE IDEAL PERSON FOR THIS POST WILL BE SOMEONE WHO CAN:**

- Lead and manage the academy's financial operations, including budgeting, forecasting, monitoring and reporting to the Trust Board
- Support the senior leadership team and governors with strategic planning, risk management and resource allocation
- Ensure compliance with statutory, financial and regulatory requirements, including ESFA expectations
- Build strong relationships with trustees, external partners and contractors
- Contribute to the overall leadership, Catholic ethos and mission of the College

If you have the desire and potential to be outstanding and would like to join this exciting place of learning, we would be delighted to hear from you. Please complete the application form and submit this with a letter outlining your experience and suitability for this role. Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.

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