



## School Business Manager

Actual Salary - £ 70,513 - £74,806 (Grade P56 - P59)

Full Time

*(52 weeks per year with 26.5 days holiday entitlement plus Bank Holidays)*

Permanent Contract

Starting February 2025 or as soon after

We are seeking to appoint an exceptional School Business Manager to join our Senior Leadership Team at St Cuthbert Mayne School.

We are looking for a School Business Manager who will share in our educational vision - Educating for life in all its fullness, so that all students can succeed both now and in the future.

They will have a range of business leadership skills and experiences in areas such as financial planning, health and safety compliance, sites and building management, human resources, IT and GDPR. They will be highly motivated and have excellent IT skills.

Our Business Manager will lead a number of teams across the school so it is essential that they have great interpersonal skills and personal qualities that fit with the values and ethos of our school.

If you believe you have the skills, experience and personal qualities to make a difference to the lives of our students then we want to hear from you.

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk)

### Details about the post

Full details -Job Information Pack together with an application form can be found on our website: <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>

Closing date: 10.00 am on Wednesday 15th January

Interview date: Friday 24th January

Start Date: February 2025 or as soon after

*"Educating for life in all its fullness"*

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.