



Chester Diocesan Academies Trust

Job Title:	School Business Support Officer
Hours of Work:	Full Time
Salary:	NJC SCP 18-23: Actual salary £25,419 – £28,226
Contract:	Permanent, to start 1st September 2022 (or as soon as possible thereafter)
Normal Place of Work:	Blended working, including working from home, in schools and at the trust's central office in Daresbury.

We are looking for an additional School Business Support Officer to join our trust's finance and business operations team. In this role you will work closely with schools within the trust, developing good practice in all business areas and supporting schools to achieve this through training, intervention, monitoring, challenge and support.

The role will have a blended work pattern including remote (homeworking), office-based (Daresbury) and school visits throughout the Diocese of Chester. Use of a car and a full, clean driving licence are essential to this role.

The ideal candidate will have strong practical knowledge/understanding of financial management and operations, and will have a relevant finance qualification, or be qualified by experience. Experience of school business management would be useful but is not essential. They will be confident in communicating with a wide range of stakeholders, including school staff, Governors, Trust Board members, ESFA and DfE contacts and have a positive, can-do attitude with a desire to raise standards.

CDAT is a multi-academy trust currently made up of eleven primary schools spread across the Diocese of Chester – including schools in Tameside, Stockport, East and West Cheshire and the Wirral. As a trust, we believe that every child deserves to go to a great school, and our trust team works in close partnership with our schools to ensure that this is the case. As a growing trust, roles within our central team are always evolving and so candidates will need to be adaptable and good team-players.

For further information, please contact Jane Evans (Director of Finance) – jane.evans@cdat.co.uk.
n.b. please only use this email for enquiries.

Candidates should complete the application form and submit it electronically to office@cdat.co.uk, so that it is received no later than noon on Friday 20th May 2022; shortlisted candidates will be contacted by Friday 27th May and interviews will be held week commencing Monday 13th June 2022.