



Business Manager

Salary range: £46,572 - £52,439 (negotiable upon experience)

Hours of Work: Full time (permanent) 36.25 hpw

Required for immediate start

11-18 State-funded Independent Catholic Grammar School.
Graded outstanding in recent Diocesan and OFSTED inspections.
Part of the Edmund Rice Academy Trust

The Governors are seeking to appoint an experienced and qualified School Business Manager who will be a key member of the Senior Leadership Team. Reporting to the Principal you will provide strategic leadership and management for finance, human resources, IT, health and safety, facilities management and catering.

The role requires excellent stakeholder management and negotiation skills as there are a number of external contracts and relationships that need maintaining and challenging. An external focus including networking and appreciation of the educational landscape is an integral part of the role.

The successful candidate will be entitled a range of benefits and incentives including a thriving Staff Association, Government pension scheme, staff morning swimming sessions and support for continued professional development.

**Please refer to the Job Description and Person Specification
via the info/vacancies section of the school website
<http://www.st-ambrosecollege.org.uk/1126/info/vacancies/>**

Application Process:-

CES application form to be requested from

Email: recruitment@st-ambrosecollege.org.uk Tel: 0161 980 2711

**Closing date for applications 26 September @ 4.00 pm
Interview: w/c 7 October 2019**

The school is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory DBS check.

