



Bishop Hogarth

Catholic Education Trust



School Business Manager

£29,359 - £31,632

DBC Band 10 (SCP 28-31)

Permanent

Term Time Only + 15 days

37 hours per week

Closing Date: Friday 15th
October 2021 at 9:00am

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

St Michael's Catholic Academy works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust.

The Directors of Bishop Hogarth Catholic Education Trust and Governors of St Michael's, Billingham invite applications for the post of School Business Manager.

The successful candidate will work under the direct supervision of the Headteacher to assist with the running and organisation of the school.

The school is looking for candidates who have:

- The vision, energy and creativity to contribute to the school in the next phase in its development.
- A conscientious and reliable work ethic.
- An understanding of, or experience of estates management, finance and/or business operations experience
- Team leader / HR experience
- A commitment to the development of support services
- A commitment to understanding and promoting the school's Catholic ethos.

We will invest in the CPD of the selected candidate to ensure that you are supported and achieve the outcome required for this position.

We are passionate about our school and want to fill it with staff who share the same passion, values and drive.

If you would like further information, a chat or a visit to the school please email

recruitment@stmichaels.bhcet.org.uk or call 01642 870003