



# St. Cuthbert's

Roman Catholic High School



## **SCHOOL BUSINESS MANAGER LEVEL 3**

**Grade 9 (point 34-38)**

**Actual Salary- £32,904-£36,369**

**April 2020**

**37 Hours-Term Time only plus two weeks**

We are delighted to offer the opportunity to join St. Cuthbert's RC High School, a popular and exciting school with our state of the art building providing a wonderful environment for learning.

At St Cuthbert's we are committed to delivering a holistic education and are constantly striving to improve in all that we do. The staff are aspirational for the pupils and want the best for them. The pupils' behaviour is excellent and there is an outstanding pastoral support structure in place. St Cuthbert's is an extremely pleasant school to work in with a very supportive staff and great opportunities for professional development.

### **The successful applicant will:**

- Meet the person specification and share the values of St Cuthbert's.
- Have at least 5 years experience of a range of financial responsibilities including managing a significant budget, accounting for cash and preparing accounts
- Have at least 5 years experience of working in a school environment with large financial management responsibilities
- Extensive experience of line management of staff
- Ability to relate to children and other adults
- Excellent Time Management

**If you would like a visit to the school this can be arranged with Mrs Davis on the number below.**

**Closing date: Noon, Monday, 20 January 2020**

**Interviews: to be confirmed**

**Further details and application forms are available from the school website [www.scrchs.net](http://www.scrchs.net). Completed application forms to [headteacher@scrchs.com](mailto:headteacher@scrchs.com) or by post to the address below. For a printed version please contact Mrs G Davis, Headteacher's PA.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Appointment to this post is subject to an Enhanced Criminal Record and Background (DBS) check.*

*Applicants are informed that, if appointed to this post, their contract of employment will be with school governing body who is the employer and not Rochdale Council.*