



St Louis Catholic Academy and St Laurence Catholic Primary School

SCHOOL BUSINESS MANAGER

Start date: as soon as possible

Full time 37 hours per week (term time only + 20 days)

Salary scale: 26 £30,451 FTE

We are seeking to employ an inspirational, creative and highly organised school business manager. Working with the senior leadership team of both schools, you will contribute to their strategic direction. Leading your team of support staff, you will ensure the day-to-day management of the school's HR, site and premises services, catering and parental engagement. Key to this role will be your previous experience of providing high level administrative support and leading and motivating a team. Above all you will have a relentless drive for excellence and the desire to continue making our schools warm and friendly environments for staff, pupils and families.

St Louis and St Laurence are proud to be part of the Our Lady of Walsingham Catholic Multi Academy Trust. There will be opportunities to work collaboratively with primary and secondary colleagues across the Trust and access Trust wide CPD.

We can offer you:

- A strong Catholic ethos
- Friendly, happy schools
- Happy and supportive teams of teachers and support staff
- Respectful and happy children who are eager to learn
- Supportive parents
- Our Lady of Walsingham Multi Academy Trust and parish community
- A strong commitment to your continuous professional development

The successful candidate will need to have:

- Experience of working at a strategic level, preferably within an educational environment
- Practical experience of using ICT systems to deliver results
- Experience of working in a team and promoting good practices to move the school forward
- Ability to effectively lead manage and develop a team with excellent communication and interpersonal skills
- A comprehensive understanding of safeguarding.
- A caring approachable nature with a desire to work in a school environment
- Willingness to support the Catholic ethos of the schools

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. A Disclosure and Barring Service Check is required for all successful applicants, together with two referees.

A job description, person specification and application form are available on the Trust Website (<https://www.ourladyofwalsingham.co.uk>) and school websites (<https://www.stlouisacademy.co.uk>) (<https://www.stlaurence.cambs.sch.uk>) or by e-mail to antoinettejones@stlouisacademy.co.uk.

Completed applications should be sent to antoinettejones@stlouisacademy.co.uk

Closing Date: 12 noon on 12th January 2022

The School reserves the right to interview prior to the closing deadline, so early applications are encouraged.

Interviews: TBC