



## School Business Manager

**Grade/Salary – Leadership Scale Point 11-16**

We are seeking to appoint an experienced, motivated and dedicated Business Manager for our exceptional secondary school.

As School Business Manager you will be a member of the Leadership Team and as such you will contribute to the strategic planning, monitoring, evaluation and development of Churchdown School Academy. Working closely with the Headteacher you will be responsible for the financial and business management of the academy as well as overseeing the effective running of the support staff.

We are looking for someone with experience of both school business management and finance, ideally with a certificate in School Business Management and an accounting qualification. You will have experience in the management of a diverse range of activities which could include human resources, procurement, facilities management and health and safety.

If you would like to take advantage of this rare opportunity and you feel you have something special to contribute to the next chapter of Churchdown School Academy, then we are waiting to hear from you.

A visit to the school prior to interview is available. Please contact Ann Evans, Human Resources, for further information on 01452 713340.

Please visit the school website, [www.churchdownschool.com](http://www.churchdownschool.com) for further information and an application form. Completed applications can be returned via email to [ace@churchdownschool.com](mailto:ace@churchdownschool.com) or posted to the school address.

**Please note the closing date for applications is Tuesday 10<sup>th</sup> December 2019.  
Interviews will take place on Monday 16<sup>th</sup>/Tuesday 17th December 2019.**

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.