



SS Peter and Paul's Catholic Primary School
The Good Shepherd Catholic Trust

Assistant Business Manager Advertisement

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| Grade | LBR13 |
| Salary | £49, 083 |
| Contract hours | 46.53 weeks which includes 5 inset days and 10 additional days 36 hours per week - 8.15-4.30pm |

We are looking for an enthusiastic, thorough and meticulous Assistant Business Manager who has high standards and is good at organising and motivating staff, managing whole school finance and supporting the Headteacher and trust's Chief Finance Officer in the effective running of the school.

The person appointed will take responsibility for overseeing the financial and administrative management of the school. The ideal candidate will:

- Have experience of school/primary school finance
- Have experience of managing and supporting a small team
- Have excellent office and IT skills
- Have the ability to think creatively and strategically
- Have a flexible and positive nature and the ability to work well under pressure
- Have the ability to maintain confidentiality
- Have excellent communication skills.

We can offer a dedicated, highly skilled and supportive staff team with training which will support your role and career development. Our school has wonderful children and this role offers a great opportunity to play an important role in a successful and caring school.

Further details and an application form can be obtained from the school's website:

<https://www.sspeterandpauls.redbridge.sch.uk/our-school/vacancies> or by contacting the school office.

- Please note that only the CES application forms will be accepted, CV's will not be accepted.
- Visits to school are welcomed and encouraged. Contact the school office to arrange a visit.
- Please email your completed application form and supporting documents to:
admin.sspeterandpauls@redbridge.gov.uk
- **Closing date for applications:** Monday 10th June 2024 midday
- **Short listings:** Tuesday 11th June 2024
- **Interviews day:** 17th June 2024

Only successful applicants will be contacted for interview.

*SS Peter and Paul's Catholic Primary School and the Good Shepherd Catholic Trust are **fully committed to safeguarding** and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.*