



THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

Aldborough Road South, Seven Kings, Ilford, Essex, IG3 8EU

Tel: (020) 8590 3808 / Fax: (020) 8597 5119

www.tpc.academy

Email: office@tpc.academy

Headteacher: Mr P Downey

HEAD OF BUSINESS OPERATIONS

36 Hours per week

Full-time – 52 weeks per annum

LBR 17-18 Point 50-56 £61,617-£68,439

Start Date: As soon as possible

The Trustees are looking to appoint a highly motivated, qualified and experienced Head of Business Operations. The successful candidate will be responsible to the Headteacher and the Governing Body managing all aspects of Finance, Payroll, Premises and Health & Safety as well as contributing to the management of Human Resources and the strategic planning of the academy.

You will be a forward thinking and innovative individual who, as part of the academy's Senior Leadership Team, will be able to work closely with our teaching and non-teaching staff and the Governing Body to maintain the academy's success. You will have a strong financial background with previous successful experience of planning and delivering budgets and managing projects and people. You will need keen organisational skills, analytical accuracy and incisive strategic thinking and also be IT literate. A recognised Business / Finance qualification is essential.

The Palmer Catholic Academy is a voluntary aided co-educational Academy for students aged 11 to 18. At The Palmer Catholic Academy, we are committed to achieving a holistic education for the students that we serve, recognising the individual talents, abilities and paths of all of our students. All that we do is permeated by Christ's example, values and teachings. In our diverse community, we welcome those who may not share our faith, but subscribe to our values.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will be required to complete a Disclosure and Barring Service Check. Shortlisted candidates will be subject to online social media checks.

Full details of the post and application forms are available from the academy's website at www.tpc.academy. Completed application forms should be emailed to Mrs Bolton, at jbolton@tpc.academy. Closing date for receipt of applications is 12.00 noon on Wednesday 7th August 2024.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Please note that we do not accept CVs or applications from agencies and only shortlisted applicants will be contacted.