

**Love
Respect
Shine**

Cheadle Catholic Infant School

Conway Road, Cheadle Hulme,
Stockport, Cheshire, SK8 6DB

0161 485 8733

admin@cheadle-inf.stockport.sch.uk

Headteacher: **Mrs. Pamela Glynn** BA (Hons) QTS

Deputy Headteacher: Mrs Claire Lees B.ED (Hons)

School Business Manager

Scale SO1 (£30,151 – £34,723)

£28,102.31 pro rata

SO2 will be considered for the correct applicant.

Training will be provided for the correct applicant.

Required as soon as possible

Term Time 37 hours per week, term time only, plus 4 weeks.

(Flexible working will be considered).

The governors of our school invite applications from highly motivated and organised individuals with energy and vision to join our team as our new Business Manager.

Cheadle Catholic Infant School is a 3 form entry school with 310 pupils on roll.

The Business Manager is responsible for all non-academic aspects of the operation of the School, including finance, management of the school site and health and safety requirements.

The successful candidate will be expected to:

Support the Catholic ethos of the school

Support strategic leadership within school alongside the Senior Leadership Team including

Line manage office and premises staff

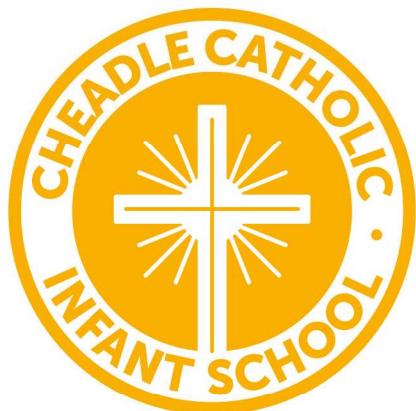
Deliver specialist financial support to ensure the efficient and effective operation of the school within budget.

Be effective in delivering, the responsibilities and requirements of the post including; finance, HR, health and safety, line managing staff and estate management

Effectively work and manage competing priorities

We offer you:





**Love
Respect
Shine**

Cheadle Catholic Infant School

Conway Road, Cheadle Hulme,
Stockport, Cheshire, SK8 6DB
0161 485 8733

admin@cheadle-inf.stockport.sch.uk

Headteacher: **Mrs. Pamela Glynn** BA (Hons) QTS

Deputy Headteacher: Mrs Claire Lees B.ED (Hons)

A strong Catholic ethos

The opportunity to join a dedicated, supportive and friendly team that is committed to continuous improvement

Be part of a strong and passionate school community that includes parents and our parish family

Work in a school where our children are happy and enjoy coming to school

A supportive and active Governing Body

Interested applicants are invited to consider the job description and person specification for a clear understanding of the expectations of this significant role within school.

Visits to the school are welcomed and can be arranged by contacting Mrs Pamela Glynn, Headteacher, for an appointment – headteacher@cheadle-inf.stockport.sch.uk Application forms should be downloaded from the school website;

<https://www.cheadle-inf.stockport.sch.uk/news-and-events/vacancies/> or by contacting school.

Completed applications should be returned to the school either in hard copy or can be emailed to headteacher@cheadle-inf.stockport.sch.uk

Only applications received on the CES Application form will be considered for shortlisting.

Closing date for applications: Noon on Friday 16th June.

Interviews: TBC

The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced disclosure application through the Disclosure and Barring Service.

