

HARRYTOWN CATHOLIC HIGH SCHOOL

Harrytown, Romiley, Stockport. SK6 3BU Tel: 0161 430 5277

www.harrytownschool.org

The Diocese of Shrewsbury in partnership with Stockport LA

NOR: c.800 pupils 11-16 years mixed



Headteacher: Mr K Turmeau

Role: School Business Manager
Start Date: As soon as possible
37 hours per week – full year, permanent
Scale MB3/4 depending on experience

We are seeking to appoint a committed and enthusiastic colleague to the position of School Business Manager in this successful 11 – 16 Voluntary Aided High School. Applications would be welcomed from suitably qualified colleagues who possess all the relevant skills as outlined in the person specification and job description. Previous school experience, knowledge of SIMS and other finance relates software packages, added to experience in the field of HR and project management are highly desirable qualities. All employees will need to be able to act as role models to support the ethos and mission of our Catholic community. The post is vacant from 07/11/2022 and the successful applicant will need to be available to commence as soon after that date as possible.

We would refer applicants to the website for more information and we would welcome pre-application visits/tours in order to support the application process. Please contact the school using the contact page of the website to arrange a mutually convenient appointment. <http://www.harrytownschool.org/contact-us/>

Closing date/time for applications – 16:00 on Thursday 20 October 2022

To apply: For further details about this post and an application form please visit the school website: <http://www.harrytownschool.org/3community/recruitment.html>

Applicants must complete (in full) the current CES application form which includes a supporting statement of no more than 1,300 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying. (The supporting statement can be submitted as a separate document). Completed application forms should be submitted via email, by post or by hand: Hand delivered applications need to be during school working hours 08:00 – 18:30 Monday to Friday (during term time and before 15:00 during holiday times), by email via applications@harrytown.stockport.sch.uk or by post to the address above.

The successful applicant's appointment will be subject to satisfactory clearance by the Disclosure and Barring Service, suitable and appropriate references and health checks.

