



# Bishop Hogarth

## Catholic Education Trust



### St. Joseph's Catholic Primary School

### School Business Manager

Grade Band 8 SCP 19-23

£25389 - £27351

35 hours per week term time plus 5  
days  
Permanent

Closing Date: Wednesday 24<sup>th</sup> January 2024

Mrs AM Wilson  
St. Joseph's Primary School  
Victoria Lane, Coundon, Bishop Auckland  
DL14 8NN

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check. The school will consider carrying out an online search as part of the due diligence on shortlisted candidates.

St Joseph's Catholic Primary School works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within our Trust.

The Directors of Bishop Hogarth Catholic Education Trust and Governors of St Joseph's Coundon are seeking to appoint a School Business Manager.

The successful candidate will work under the direct supervision of the Headteacher to assist with the running and organisation of the school.

The school is looking for candidates who have:

- The vision, energy and creativity to contribute to the school in the next phase in its development.
- A conscientious and reliable work ethic.
- An understanding of, or experience of finance and/or business operations experience.
- Team leader / HR experience.
- A commitment to the development of support services.
- A commitment to understanding and promoting the school's Catholic ethos.

We can offer:

- A Catholic school that has a clear mission;
- A vibrant, well run, ambitious and caring school;
- A school where staff enjoy coming to work and are able to maintain a work-life balance;
- A professional climate where all staff are valued, listened to;
- A school which is part of the Bishop Hogarth Catholic Education Trust: a group of primary & secondary schools, all working together as one to provide exceptional levels of expertise and support.

We are passionate about our school and want to fill it with staff who share the same passion, values and drive. You would be warmly welcomed to our school for a visit.

**For full details on how to apply for this vacancy, please see our website <https://stjosephscoundon.bhcet.org.uk> where you will be able to download an application form and supporting documents.**

**Application forms should be returned to [recruitment@stjosephscoundon.bhcet.org.uk](mailto:recruitment@stjosephscoundon.bhcet.org.uk) or by post to Mrs Wilson, Interim Head Teacher, St Joseph's Catholic Primary School, Victoria Lane, Coundon, Bishop Auckland DL14 8NN**

Closing date: Wednesday 24<sup>th</sup> January 2024