The Directors of Bishop Hogarth Catholic Education Trust and the Governors of St Cuthbert’s Catholic Primary would like to invite applications for the post of School Business Manager to commence as soon as possible.

The post is for 37 hours per week and the working hours are Monday–Thursday 8:30 am – 4:30 and Friday 8:30 am – 4:00 pm working term time plus 10 days.

**The school is looking for candidates who have:**

The vision, energy and creativity to contribute to the school in the next stages.

A conscientious and reliable work ethic

An understanding or experience of business operations and finance/HR.

Experience of managing staff

A commitment to the development of support services.

**We can offer:**

A catholic school that has a clear motto: Live the Light, Share the Light, Be the Light.

A school where staff enjoy coming to work and can maintain a work-life balance.

A professional climate where all staff are valued and listened too.

A school which is part of the Bishop Hogarth Catholic Education Trust: a group pf primary & secondary schools, all working together as one to provide exceptional levels of expertise and support.

Application details are available at [www.bhcet.org.uk/vacancies](http://www.bhcet.org.uk/vacancies)

Completed application forms should be returned to [recruitment@stcuthbertscrook.bhcet.org.uk](mailto:recruitment@stcuthbertscrook.bhcet.org.uk) or posted to: Miss Michelle McElhone, St Cuthbert’s Catholic Primary School, Church Hill, Crook, Co Durham, DL15 9DN.

Please contact the Headteacher, Michelle McElhone on 01388 762889 for more information or to arrange a visit.

Please note that this post requires a DBS check

**St Cuthbert’s Catholic Primary School**

**School Business Manager** Band 8 SCP 19-23

£27,411-£29,529

37 Hours

Permanent

Term Time only + 10 days

Closing Date: 7 May 2024 (9am)

Shortlisting Date: 7 May 2024

Interview Date:

Week Commencing 13th May.