



**Be inspired.
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ALL SAINTS CATHOLIC COLLEGE

Birch Lane, Dukinfield, Tameside SK16 5AP

A Voluntary Academy

Business Manager

Salary scale: Grade H+, pts 32 to 34 (£36,371 - £38,553 pa)

Full time, permanent post, 36 hours per week (all year round)

Closing Date: Tuesday 7th June at 12 noon

Shortlisting: Thursday 9th June

Interviews: Wednesday 15th June

Start date: As soon as possible

All Saints Catholic College is seeking to appoint a Business Manager who has the experience, motivation, enthusiasm and skills set to work in partnership with the Headteacher and other stakeholders.

This is an opportunity for an individual to join us during this exciting time in our journey as we join an established multi academy trust. Our school is judged to be good with outstanding pastoral care and guidance. The school is crucial in providing an excellent education for children in Tameside. Staff morale in our school is extremely high. The successful candidate will be able to work in collaboration with the headteacher, stakeholders and colleagues to help lead the future vision and development of the school and multi academy trust.

We are looking for a strong candidate who can provide excellence in all aspects of school administration. The role involves management of finance, aspects of human resources, health and safety, site management, ICT, contract and procurement management.

Application forms and further details about the post, including the job description and person specification, are available from the academy's website www.allsaintscatholiccollege.com. Please complete the CES Support Staff Application Form and return it by email for the attention of Karen Leigh, Headteacher's PA, at recruitment@allsaintscatholiccollege.com. Please read the Notes to Applicants before completing the application form.

All Saints Catholic College is an Equal Opportunities employer and we positively welcome applications from all candidates regardless of age, disability, religion, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, sex and sexual orientation.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.