

St John's Catholic School for the Deaf

Church Street
Boston Spa
Wetherby
West Yorkshire
LS23 6DF

Phone: 01937 842144
www.stjohns.org.uk



School Business Manager

*0.75 FTE (4 days per week school term times, 3 days during school holidays)
Salary range £48,529 - £50,567 pa, pro rata (NJC PO8)*

St John's is a non-maintained residential and day school for deaf pupils aged 4-19, many of whom have additional special educational needs. The school is celebrating its 150th anniversary in 2020, and has ambitious plans for future development.

The Governors are seeking to appoint a School Business Manager who will also be a key member of the Senior Leadership Team. Reporting directly to the Head Teacher, the successful candidate will be a forward thinking finance professional with strong interpersonal and organisational skills.

The role includes:

- Responsibility for the strategic direction and operational delivery of school support in the following areas: finance, HR, premises maintenance, health & safety and catering
- Lead responsibility for ensuring all statutory requirements relating to people, property, premises and financial information are identified and fully met
- Providing strategic support to the Head teacher and Governing Body on all aspects of school business management ensuring statutory compliance and value for money
- Developing and maintaining appropriate and effective policies and procedures across areas of responsibility
- Preparing and presenting information and advice to Governors both at and outside of meetings
- Act as the school's designated Health and Safety officer

The successful candidate will have:

- A CCAB or CIMA accountancy qualification
- Substantial work experience at a senior level in a similar role
- Proven ability to manage cross-functional work teams
- Proven ability of developing strategic and long term plans
- A good working knowledge of the statutory and regulatory issues related to at least two of the following: payroll, pensions, charity finance and law, contract law, health & safety law and safeguarding

For further information about the role, please contact Christine Taylor on 01937 842144
ctaylor@bostonspa.org.uk

- **Closing date for applications : 13th September**
- **Interviews w/c 30 September**

St John's is committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff are expected to share this commitment. These posts will be subject to an enhanced DBS check with the Disclosure and Barring Service and references regarding your suitability to work with children

Headteacher : Mrs A Bradbury
Charity Registration : 529319