

# St Alban's Catholic High School



*"Learning, Respecting, Caring"*

## Business Manager

### Permanent Contract

Starting Salary: .P06 point 41 to P08 point 47 (£45,648 - £51,779)  
(also subject to pay award)  
37 hours per week full time

Our Lady of Walsingham Catholic Multi Academy Trust is seeking a School Business Manager to take a strategic lead across St Alban's Catholic High School, Ipswich and St Benedict's Catholic School, Bury St. Edmunds. The role will ensure both schools' finances, HR, administration, site, catering and other school support teams are well-led and supported. This is an exciting opportunity for the right candidate with an ambitious vision to join welcoming and supportive senior teams. The right candidate will be able to work flexibly between both school sites; spending equal time at both.

**Our Lady of Walsingham Catholic Multi Academy Trust** is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

**St Alban's Catholic High School** strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

**St Benedict's Catholic School** is an 11 - 18 secondary school in Bury St Edmunds. We pride ourselves on the strength of our community and excellent education that we provide our students. Our Catholic ethos influences all that we do and our mission statement to 'Develop Wisdom, Compassion and Resilience through Prayer and Work' should be evident not just in our classrooms and curriculum but through the work of the school in all respects.

Closing Date: **10am Friday 6<sup>th</sup> January 2023**

Interviews: **TBC**

**Please note:** An early application is advised. Applications are considered on receipt and interviews may be arranged as soon as mutually convenient.

Further details and an application form are available on the school's website:  
<https://www.st-albans.suffolk.sch.uk/Vacancies/>

Application **and** disclosure forms should be submitted electronically to:  
[recruitment@st-albans.suffolk.sch.uk](mailto:recruitment@st-albans.suffolk.sch.uk)

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.