



# St Ursula's Convent School

## A Humanities College and Teaching School

### SCHOOL BUSINESS MANAGER for September 2023

35 hours per week – 52 weeks per year  
Principal Officer Grade – PO4-PO8 depending on experience  
£43,815-£61,491 depending on experience

We are seeking to appoint an experienced School Business Manager to join the school's Senior Leadership Team. The School Business Manager is responsible to the Headteacher and holds significant strategic responsibilities. The successful candidate will have a proven track record of financial management, income generation and operational experience.

We are looking for someone who has:

- Proven experience of budget management, monitoring and account reconciliation together with experience of financial management systems and audit requirements.
- Experience of managing health and safety together with in-depth knowledge of risk, issues, and legislation in relation to education.
- Significant experience of managing and monitoring the effective delivery of services and service level agreements from external sources.
- Successful experience in the submission of bids / securing funding in the public sector
- Experience of policy / procedure development and implementation.
- Knowledge of Human Resources procedures and systems.
- Experience of working in a busy school or office environment.
- Experience of supporting partnerships with pupils, staff, parents, members of the Governing Body and the wider community.
- Sympathetic to the ethos of our faith and the school's mission statement and values.

St Ursula's is an outstanding, highly oversubscribed Catholic girl's school with a reputation for excellence. As a Teaching School, we are strongly committed to the ongoing professional development of all staff. We are committed to safeguarding and protecting the wellbeing of children and young people and expect all staff to share this commitment. An enhanced DBS is required for all successful applicants.

Please note that we are only able to accept fully completed school application forms, stand-alone CVs will not be accepted.

Full details including our support staff application form can be found on the school website [www.stursulas.com](http://www.stursulas.com). Completed applications and / or any enquires should be sent to Diane Williams, School Business Manager [dwilliams@stursulas.com](mailto:dwilliams@stursulas.com)

**Closing date for receipt of applications is midnight on Sunday 14<sup>th</sup> May 2023**

