



Upper Nidd Street, Leeds Road, Bradford, BD3 9ND

Phone: 01274 773977 Email: [office@stpeters.bradford.sch.uk](mailto:office@stpeters.bradford.sch.uk)

Headteacher - Mrs. Michelle Khambhaita.

## School Business Manager

*Required from September 2020*

The Governors of St. Mary's and St. Peter's Catholic Primary School are looking to appoint an experienced school business manager to join our strong and committed team.

Our school is a multiracial inner city Catholic school with wonderful children who come from various countries and cultures. Our school community is a happy, integrated and safe environment where all are valued and supported.

### We can offer you:

- A commitment to your professional development and work life balance
- A welcoming, caring and committed school community
- Enthusiastic and supportive Governors

### We wish to appoint an outstanding business manager who:

- Has leadership and management experience of finance and health and safety
- Experience of premises and facilities management
- Has excellent communication skills
- Has a desire to be involved in school life
- Works well as part of a team and has a sense of humour

### Salary:

**PO2 SCP 29—32**

### Closing Date:

**29<sup>th</sup> June 2020**

**9.00 a.m.**

### Shortlisting:

**30<sup>th</sup> June 2020**

As we cannot currently offer visits to school we ask you to take a tour of our school website:  
[www.stmarys-stpeters.co.uk](http://www.stmarys-stpeters.co.uk)

Application packs are available by emailing [h.spafford@stpeters.bradford.sch.uk](mailto:h.spafford@stpeters.bradford.sch.uk) or via the school website  
[www.stmarys-stpeters.co.uk](http://www.stmarys-stpeters.co.uk).

We will contact shortlisted candidates with the next stage of the recruitment process taking into account Government advice at the time. However, interviews and tasks are likely to take place on **6<sup>th</sup> July 2020**



Completed applications to be returned to: [h.spafford@stpeters.bradford.sch.uk](mailto:h.spafford@stpeters.bradford.sch.uk)

Our School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an enhanced DBS disclosure.

