

St Winefride's Catholic Primary School

A Voluntary Academy

St Paul's Avenue, Wibsey, Bradford, BD6 1SR

Tel: 01274 677705

Email: office@win.bcwcacat.co.uk

Executive Headteacher: Mr Ben Lavin

Head of School: Mrs Louise Walsh



School Business Manager

Required for September 2019

BAND PO2, SCP 29 – 32 Permanent post

37 hours per week term time only plus 5 additional days

Due to the retirement of our present post holder Blessed Christopher Wharton Multi Academy Trust are seeking to appoint an ambitious, experienced and enthusiastic SBM to join our highly-motivated team.

We are looking for an excellent practitioner who can help St Winefride's and St John the Evangelist continue to build on both current successes of being outstanding Catholic schools. The role will be split to 4 days support at St Winefride's and 1 day support at St John the Evangelist.

As the SBM, you will play a key role in the development of both schools, with particular responsibility for the management of:

- Effective safeguarding practices
- Trust finance
- Management Information Systems
- Managing data in line with GDPR regulations
- Health and Safety
- Human resources
- Management of teams

Appointments to visit both schools are welcomed and recommended and can be made by contacting St Winefride's school office. Application packs are available from school or online.

Closing date: Thursday 11th July at midday.

We are committed to safeguarding and all appointments are subject to an enhanced DBS check.

