



BROUGHTON HALL CATHOLIC HIGH SCHOOL
Yew Tree Lane
Liverpool, L12 9HJ

Telephone 0151 541 9440 / Fax 0151 259 8448

E.mail: smithg@broughtonhall.com

Head Teacher: Ms S A Clarke B.Ed (Hons), M.Ed, NPQH

Number on Roll 1204 including 176 in Sixth Form

SCHOOL BUSINESS MANAGER

Salary: NJC Scale Point Range 40 - 42
£42,683 to £44,632 (depending on experience)

Contract Type: Full Time (35 hours per week) Permanent

Start Date: Immediate start

The Governors are seeking to appoint an experienced and qualified School Business Manager.

This is a challenging and diverse role and only suitably qualified and experienced candidates should apply. The successful candidate will take an operational role in financial management and lead on the strategic approach for Premises & Facilities, Health & Safety, Compliance, Asset Control, Human Resources and Marketing. We strive for excellence in all that we do, and the work undertaken by our support teams is no exception.

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

About Broughton Hall Catholic High School

Broughton Hall is a Catholic High School, proud of its strong Catholic ethos and values, promoting an inclusive education which develops creativity, confidence and independence. It is situated on the outskirts of Liverpool in very pleasant surroundings. It has an excellent reputation and pupils consistently make good progress. Pupils are encouraged to take part in enrichment activities and there are many opportunities for student trips and events. **The Trustees are the Sisters of Mercy.**

How to apply for the Business Manager Role:

Please complete the school's application form and email together with a covering letter to smithg@broughtonhall.com. For further information please visit our website at www.broughtonhall.com

Closing Date for Applications: Tuesday, 19th November 2019

Interview Date: To be confirmed

The post will be subject to an enhanced DBS clearance & satisfactory references.

Broughton Hall High Catholic School actively supports continuous professional development for all staff and follows a whole school approach to staff performance and development.

Broughton Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.