



BROUGHTON HALL CATHOLIC HIGH SCHOOL

Yew Tree Lane

Liverpool, L12 9HJ

Telephone 0151 541 9440 / Fax 0151 259 8448

Email: smithg@broughtonhall.com

Headteacher: Mrs S O'Rourke B.A. (Hons), PGCE

SCHOOL BUSINESS MANAGER

SALARY:	NJC Scale Point Range 47 – 49 £57,131 to £59,450 (depending on experience)
CONTRACT TYPE:	Permanent/Full/Time/Annualised hours
CLOSING DATE:	15 th January 2025
INTERVIEWS TO BE HELD:	As soon as possible after the closing date
START DATE:	February 2025

Governors wish 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 and 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. Please see the job description for further details of this role.

Broughton Hall Catholic High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education.

This post exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure, with Barred List Check, being obtained from the Disclosure and Barring Service (DBS).

A copy of our Child Protection Policy and Procedures can be access at https://www.broughtonhall.com/documents/BroughtonHall_CP_Policy.pdf.

Application forms, together with a job description are available from the school's website. Our Trustees are the Sisters of Mercy.

How to Apply:- Please complete the school's Application Form and email to smithg@broughtonhall.com

Induction, support and training will be offered to the successful candidate.

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