



Catalyst Aveley Primary: School Business Manager

Reports to: Head of School

Start date: September 2025 or sooner if available.

Closing Date: 14th July 2025

Interview Date: Week commencing 14.07.2025

Salary: Range Band E/F, Point 24-33 (£37,577 to £46,212) Pro- Rata Actual Salary Range (£35,169 to £43,251)

Hours: 37 hours per week, term time and INSET days plus 3 weeks during school holidays

We are looking to appoint an enthusiastic School Business Manager to join a highly motivated team in an excellent school. We are seeking a professional with high expectations and a happy disposition.

This role will provide overall strategic leadership and management for all aspects for finance, HR ICT, community usage, administration and operations support in the academy.

We are looking to appoint a School Business Manager who will:

- Have a visible presence in the school
- Support the Senior Leadership Team, contributing to strategic planning and decision making, leading staff training, task groups and attending Governing Body meetings
- Be responsible for all aspects of finance, HR, ICT, administration and operations support, including catering and premises
- Contribute to the achievement of the educational vision for the academy
- Work with our partners in Catalyst Academies Trust to develop high quality systems and services
- Have a strong empathy with and interest in education

As part of Catalyst Academies Trust we offer a strong support network, access to the Catalyst Perks reward platform and retention bonuses for all staff.

Visits to the school are both positively encouraged and warmly welcomed. Also, you are very welcome to have an informal, confidential discussion with Sinéad Viner, our Head of School, about this vacancy. Please contact the school on 01708 865868 or email admin.aps@catrust.org.uk to arrange these. You should apply via www.essexschoolsjobs.co.uk or request an application form via the contacts above.

All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people. All positions will involve appropriate checks and clearances.

