



Chadsgrove Educational Trust Specialist College

Meadow Road, Catshill, Worcestershire B61 0JL

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APPOINTMENT OF COLLEGE BUSINESS MANAGER

36.5 HOURS PER WEEK, FULL TIME, TERM-TIME PLUS 2 WEEKS TO START SEPTEMBER 2022

SALARY: £28,378 - £30,574

Responsible to: Principal and Vice Principal

MAIN DUTIES AND RESPONSIBILITIES OF THIS ROLE:

- Finance Management
- Health & Safety Management
- General College Management
- Policies Administration
- Data Administration
- Marketing Management
- Information Communication and Technology (ICT) Management
- Transition and Destination Coordination
- Project Management
- Charity Bid Coordination

Chadsgrove Educational Trust Specialist College is a 19-25 provision for students with significant complex needs including a combination of physical, sensory, learning and medical difficulties.

We are looking for a Business Manager with an exemplary track record to work within our outstanding team. You must have a commitment to excellence in education as well as having the highest expectations for all the students to achieve well, whilst understanding the challenges they face.

Post 19 Special Education experience would be an advantage, however, for the right candidate, a motivated, enthusiastic and ready for challenge applicant, will be considered.

Closing date for applications: 17th May 2022

Interviews to be held: 24th & 25th May 2022

For further details and an Application Form please contact: Lorraine Binns

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.