



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS

The Grey Coat Hospital, founded in 1698, is a Church of England school for girls aged eleven to eighteen with a mixed Sixth Form. The historic foundation of the school and its current ethos are rooted in a confident and generous Christian faith and practice, which welcomes students and staff of all backgrounds and beliefs.

This 'outstanding' Church of England Girls' school has the following vacancy:

School Business Manager

Circa £55,000 per annum

The school is seeking a dynamic professional to advise, implement and support colleagues to ensure the daily operations of the school run effectively and efficiently. Major areas of responsibility are finance, compliance, health and safety, school buildings, ICT support, and administrative services. Attendance at the Governing Body meetings including the Governors' Finance Buildings and Audit Risk Committee is required. The School Business Manager is a key member of the Senior Leadership Team, involved in shaping strategy and advising on financial implications of decision-making. The successful candidate will be ACCA/CIPFA qualified.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts. Please note CVs will not be accepted, all applicants must complete the school's application form.

For further information, please refer to the links on our website www.gch.org.uk.

Please address any additional queries to: recruitment@gch.org.uk.

Closing date for applications: Monday 19th Feb 2024