



Business Support Manager
Cascade Multi Academy Trust / Whiteways Primary School
Grade 7
£31,346 - £34,728 pro rata
37 hours a week / 43 weeks a year

This is an exciting time to join Cascade Multi Academy Trust with each of its 4 schools judged as Good by Ofsted, and on a collaborative journey to being outstanding.

The Trustees of Cascade Multi Academy Trust are seeking to appoint a dynamic, highly motivated, inspirational Business Support Manager to join a high performing, successful team at Whiteways Primary School. We are looking for a dedicated, committed professional, with appropriate qualifications and experience, who has high expectations, determination and ambition.

The Business Support Manager will take a lead role at Whiteways for Finance, Office management and administration. The successful candidate will work alongside the site manager and overseeing premises, health and safety.

Whiteways Primary is a welcoming, innovative and diverse school with clarity of vision and understands how important your role is in achieving the vision.

The successful candidate will be able to:

- Demonstrate financial management skills
- Show leadership qualities
- Work at both strategic and operational level
- The ability and aptitude to successfully undertake all aspects of the role
- First class communication skills
- A problem solving and can-do attitude
- Develop excellent relationships with all stakeholders
- Provide support to the Leadership Team & Governors
- Be an excellent 'public face' for the School and the Trust

Employee benefits

- A successful and visionary team.
- Working in an environment where everyone is valued and respected
- Learning environment that encourages personal development
- Access to health and wellbeing benefits
- The opportunity to work alongside fabulous pupils, dedicated staff and supportive parents
- Local Government Pension
- Opportunity to be part of a wider team across the Trust

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. As a result the successful candidate will be required to complete a Criminal Records Disclosure form in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Informal discussions about the role please telephone Lyn Burgin, Chief Operations and Finance Officer on 07805739335.

Visits to the school are warmly welcomed and encouraged. Please email recruitment@cascademat.co.uk to arrange a mutually convenient time. The latest government guidance will be adhered to at all times during your visit.

To apply for this post, you can download the word version of the application form from Cascade's website or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk

Your completed application can be emailed to the above address or posted to Lyn Burgin, Chief Operations and Finance Officer, Cascade MAT, Trust Office, Hucklow Primary School, Hucklow Road, Sheffield, S5 6TB.

Given the uncertain current situation it is advisable to email your application, or hand deliver, rather than relying on the postal service.

Closing Date: Monday 4th January 2021

Assessment Day: Thursday 14th January 2021