



Diocese of Brentwood  
**ST BERNARD'S HIGH SCHOOL**  
Milton Road, Westcliff-on-Sea, Essex SS0 7JS



## **SCHOOL BUSINESS MANAGER**

**Starting 1 September 2025**

**Salary Range 38 - 41 - (£47,754 - £50,788)**

**St Bernard's High School is a highly respected Catholic school. We invite applications from enthusiastic and suitably qualified experienced leaders.**

The successful applicant will:

- Have strong financial background, being able to plan and deliver accurate budgets and deliver monthly management information.
  - Have proven management experience.
- Have knowledge of company and charitable reporting so as to be able to follow and ensure compliance with the Academies Trust Handbook and Accounts Direction.
- Have knowledge of premises, cyber security and related matters to support the Facilities Manager in delivering projects on time and on budget.
  - Be required to develop new funding streams.
  - Be managing a small but efficient management team.

All new staff are supported within the positive ethos of this happy and high performing school, and to this end all staff complete an applicable induction training programme. The community at St Bernard's welcome applications from all faiths or none.

**Prospective candidates are warmly encouraged to visit the school. To arrange a visit, please contact Zoe Booker or Julie Weald on 01702 343583 or email [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk). Full details of the post can be found in the School Business Manager Information Pack which can be found on our website <https://www.stbernardswestcliff.org.uk/about-us/vacancies>. Completed applications should be sent to [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk).**

***Please note that we do not accept CVs or applications from agencies. Only shortlisted candidates will be contacted.***

*St Bernard's High School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be requested and the successful candidate will be required to complete a Disclosure + Barring Service Check.*

**Closing Date: Monday 2 June 2025, 9am**  
**Shortlisting: Monday 2 June 2025**  
**Formal Interviews: Tuesday 10 June 2025**

*We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.*

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.*