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**Derby Cathedral School**

**Great Northern Rd, Derby DE1 1LR Tel: 01332 325710**

**Job Title: School Business Officer**

**Salary: Scale 5 Points 12-17 £22183 to £24491** FTE (will be reduced pro-rata for term-time only working plus 2 weeks to £19634 to £21678)

**Hours:** 37 hours per week – Term-time only plus 2 weeks

**Contract type:** Permanent

**Location:** Derby City

**Commencing**: Spring Term 2021

**Advert text:**

An exciting opportunity has arisen for a School Business Officer to join our expanding administration team.
The post holder will assist the School Business Manager to deliver positive outcomes according to appropriate deadlines across the school year. The role is varied and interesting and would suit an individual who is experienced in both HR and Finance administration.

If you feel you have the presence, passion and personality to make this role a success, then we want to hear from you.

**Closing Date for Applications: Friday 21st January 2022 at 12 noon.**

**Interviews: Week commencing Monday 24th January 2022.**

**Start date: Immediate**

The successful candidate will have:

* Outstanding organisation and communication skills, including ICT skills
* A positive, enthusiastic and solution focused attitude with a forward-thinking flexible approach
* The ability to operate successfully within an administration team

If you are ready for a new and exciting challenge we will offer you:

* A positive and innovative working environment in a brand new, state of the art school building
* High quality, personalised professional development
* Vibrant and exciting opportunities to be part of a growing school
* Valuable support from a strong network of Trust schools

**If you have the skills, experience and drive to be successful in this role, please download an application pack. Please email your completed application form to the School Business Manager** **j.foulkes@derbycathedralschool.org.uk** **by the closing date of Friday 21st January 2022 at 12pm.**

**NB. We will only accept applications made on our own application documents which are not available from Derby City Council.** *Derby Diocesan Academy Trust (DDAT) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment and DBS checks. DDAT actively encourages a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.*

**Any application forms received after the closing date / time will not be accepted.**