



ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

Director of Finance and Operations

**NJC Grade 12, SCP 48 – 51
£52,716 to £56,178**

Start date: 01 December 2021

The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional Director of Finance and Operations to join our wonderful school. As a member of the Senior Leadership Team (SLT), the post holder will have responsibility for the professional leadership and strategic management of all financial and operational aspects of the school, in order to support high standards of teaching, learning and achievement for all students.

This is an exciting time to join our school as we continue on our journey to Catholic excellence as part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford.

The successful candidate will have;

- The ambition to take the school forward on its journey towards becoming the outstanding Catholic community we want for our young people
- Able to articulate a vision for the future with the skills to realise this vision
- The passion to enhance the work of our school
- The desire to work in a forward thinking, supportive environment

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas.

We warmly encourage any interested applicants to visit our school for an informal visit.

A full application pack and Application forms are available from:
<https://www.smrhcs.com/vacancies>

To arrange an informal visit to the school, please contact Alison Smith, Headteacher's PA on 0161 681 6178 or by email at a.smith@smrchs.com

Completed application forms and supporting documents should be emailed to a.smith@smrchs.com

St Matthew's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful application will be required to complete an enhanced DBS check.

Start date: 1 December 2021

Closing date for applications: 18 October 2021, 12 noon

Interviews: week commencing 2 November 2021