



# ST MARY'S

## CATHOLIC HIGH SCHOOL LEYLAND

### Finance Manager/Assistant Business Manager

37 hours per week TTO plus 10 days

Grade 7 SCP 19-25 (£32,061-£36,363 pro rata)

We are a vibrant and inclusive school committed to providing an exceptional learning environment for our pupils. We foster a culture of collaboration, creativity and continuous improvement. Our dedicated team work together to inspire and empower pupils to reach their full potential.

We are currently seeking to appoint an enthusiastic, highly motivated member of the Business team. The successful candidate will work closely with the Business Manager and will be fully competent in all aspects of school business management.

We are looking for someone who:

- Will actively support the Catholic Ethos of the school
- Is thorough and pays attention to detail
- Is a team player
- Is a good communicator
- Has an excellent attendance record
- Has high standards of English and Maths
- Is highly motivated, flexible, adaptable and able to use their own initiative

We can offer:

- A caring, supportive and hard-working environment
- A warm, friendly school, where children are at the heart of what we do
- A good team ethos, focused on customer service
- Experienced and knowledgeable staff
- Professional development opportunities

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check. Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates.

Application forms and further details are available via the school website or by contacting the school. We encourage prospective candidates to visit us on a working day and experience the school ethos. Closing date for applications is 12 noon on Monday 3<sup>rd</sup> November 2025 with interviews being held w/c 3<sup>rd</sup> November 2025.

Royal Avenue, Leyland, PR25 1BS ♦ 01772 421909 ♦ [bursar@ismchs.com](mailto:bursar@ismchs.com)  
[www.ismchs.com](http://www.ismchs.com)



### LET YOUR LIGHT SHINE

ROYAL AVENUE | LEYLAND | PR25 1BS

t 01772 421909 | e [head@ismchs.com](mailto:head@ismchs.com) | [bursar@ismchs.com](mailto:bursar@ismchs.com)

HEADTEACHER MR P THOMPSON

[www.ismchs.com](http://www.ismchs.com)

