



**MULTI SITE ACADEMY BUSINESS MANAGER
INNER LONDON
Grade 14, Scp 45 – 47
36 hours per week, Full time**

An exciting opportunity has arisen to join STEP Academy Trust as a Multi Site Academy Business Manager responsible for . As part of the Senior Leadership Teams, you will provide strategic and operational leadership, and be responsible for the planning and management of Finance, Personnel, Catering, Premises, and Administrative and Resource Management across some of our STEP Academies based in London.

As part of STEP Academy Trust, you will be joining an ambitious and inspirational organisation, which strives to achieve the best possible outcomes for its pupils.

We can offer you:-

- A positive ethos where every staff member, child and parent/carer is valued;
- A dedicated leadership and business team who are committed to supporting colleagues;
- Excellent opportunities for professional development across the Trust;
- A friendly and welcoming working environment.

The successful candidate will:-

- Have a relevant professional or academic qualification;
- Already have school business management experience, and be looking for career progression;
- Have strong communication and interpersonal skills;
- Have excellent organisational and analytical skills;
- Have drive and commitment to achieve continuous improvement .

Visits to our STEP Academies are encouraged. To arrange a visit, or for further information, please contact our Company Secretary, Cheryl Gilbert: cheryl.gilbert@stepacademytrust.org.

To apply, please complete an application form with a supporting statement and return by email to Cheryl Gilbert at the email address above.

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Enhanced DBS Check and references.

Closing date: Friday 18th May 2018 at 12 noon

Interviews: Week commencing 21st May 2018