



*Chorus Education Trust is a growing Multi-Academy Trust based in Sheffield. Its founding school, Silverdale, is an extremely popular and high-achieving 11-18 comprehensive in the south-west of Sheffield. The school is rated as 'Outstanding' (Ofsted 2014) and recently achieved the best GCSE results of any state school in Sheffield. Westfield School, an 11-16 comprehensive in the south-east of Sheffield, has been under the leadership of Chorus for the past 18 months. With a new head and leadership team, it is going through an exciting period of change, and has high aspirations for both its staff and students.*

*Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future. Westfield School is due to officially join Chorus Education Trust on 1 December 2018, from which date the same requirements will apply.*

**Business Support Services Manager x2**

**Grade 9, SCP 41 - 46 (£37,107 - £41,846)**

**37 Hours per week/52 weeks per year**

Required to start as soon as possible

This is an exciting time to join Chorus Education Trust working at either Silverdale or Westfield School. We are seeking **two** experienced managers who will work under the direction of the Trust and implement consistent operational procedures at each school, sitting on their leadership team and line managing the business administrative staff at the school site.

The successful candidates must have an operational management background, significant team management experience and be competent in the areas of finance, HR, and general premises health and safety.

If you want to lead an enthusiastic and hard-working team, join an innovative growing Trust and school, with a forward thinking Senior Leadership Team, and staff who are passionate about improving the life chances of young people, then please apply for further information using the details below.

Please send completed application forms to Carly Braid at [recruitment@chorustrust.org](mailto:recruitment@chorustrust.org)

**Please note CVs and Sheffield City Council application forms will not be accepted.**

Closing date for applications: **Sunday 4<sup>th</sup> November 2018**

Interviews will take place: **13<sup>th</sup> or 14<sup>th</sup> November**

The successful candidate(s) will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Silverdale School, Bents Crescent, Sheffield S11 9QH Tel: 0114 236 9991

Email: [enquiries@silverdale.sheffield.sch.uk](mailto:enquiries@silverdale.sheffield.sch.uk) [www.silverdale.sheffield.sch.uk](http://www.silverdale.sheffield.sch.uk)