



# THE PALMER CATHOLIC ACADEMY

Part of The Good Shepherd Catholic Trust

Aldborough Road South, Seven Kings, Ilford, Essex, IG3 8EU

Tel: (020) 8590 3808 / Fax: (020) 8597 5119

[www.tpc.academy](http://www.tpc.academy)

Email: [office@tpc.academy](mailto:office@tpc.academy)

Headteacher: Mr P Downey

## BUSINESS OPERATIONS SUPPORT MANAGER

36 Hours per week

Term Time plus two weeks

LBR Scale 8 / Point 26 £38,934 (FTE), £34,947 (actual)

Start Date: As soon as possible

Governors wish to appoint a Business Operations Support Manger. The successful candidate will be responsible to the Head of Business Operations and will assist with Finance, Payroll, Premises, Contracts and Health & Safety as well as directly line manage three members of the admin team.

The job would suit a well organised, motivated and flexible person. Previous experience of working in an educational background would be preferable and first aid qualification desirable, but training will be given.

The Palmer Catholic Academy is a voluntary aided co-educational Academy for students aged 11 to 18. At The Palmer Catholic Academy, we are committed to achieving a holistic education for the students that we serve, recognising the individual talents, abilities and paths of all of our students. All that we do is permeated by Christ's example, values and teachings. In our diverse community, we welcome those who may not share our faith, but subscribe to our values.

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks. References will be sought and successful candidates will be required to complete a Disclosure and Barring Service Check. Shortlisted candidates will be subject to online social media checks.

Full details of the post and application forms are available from the academy's website at [www.tpc.academy](http://www.tpc.academy). **The closing date for completed applications is 12.00 noon on Monday 20<sup>th</sup> January 2025.** Completed application forms should be emailed to the Headteacher's PA, Mrs Bolton, at [jbolton@tpc.academy](mailto:jbolton@tpc.academy).

Please note that we do not accept CVs or applications from agencies and only shortlisted applicants will be contacted.

**We reserve the right to close this vacancy early if we receive sufficient applications for the role.**  
**Therefore, if you are interested, please submit your application as early as possible.**