



St Richard's Catholic College

A High Performing Specialist Science School

Ashdown Road
Bexhill-on-Sea
East Sussex
TN40 1SE
Tel: 01424 731070

Principal: Mr P Barber, NPQH, NPQEL, FCCT, BA (Hons) QTS



admin@strichardscc.com
www.strichardscc.com

Business Manager

Contract Type: Full-time, Permanent

Salary: Competitive (Negotiated depending on experience and suitability to the person specification and job description)

About Us

St. Richard's Catholic College is a vibrant, over-subscribed, and high-achieving school with a proud tradition of academic excellence and outstanding pastoral care. Driven by our core values, we foster a supportive, community-focused environment where both staff and pupils are encouraged to reach their full potential. We live each day guided by our Gospel vision that *'all should have life and have it to the full'*.

The Role

We are seeking to appoint an exceptional, strategic, and forward-thinking **Business Manager** to be co-opted to our Senior Leadership Team. As the leading non-teaching professional in the school, you will play a pivotal role in ensuring the college achieves its educational aims.

You will have overall responsibility for the strategic planning and operational oversight of:

- **Finance - Day to Day Operations and Budget Setting**
- **HR and Compliance**
- **Marketing and Fundraising**
- **Site and Premises Lettings / Transport (school's own minibuses)**
- **Health and Safety Contractors**
- **Service Level Agreement Providers**
- **SCR**

About You

The successful candidate will be a highly motivated leader with a proven track record in financial management and operational leadership. While experience within an educational setting is advantageous, we warmly welcome applications from outstanding business professionals from other sectors who share our vision and values.

Key Requirements:

- Strong financial acumen and experience managing complex budgets.
- Excellent interpersonal and communication skills, with the ability to lead and inspire a diverse team.
- A strategic thinker with a solution-focused mindset.
- A commitment to upholding and supporting the Catholic ethos of the college.

Why Work With Us?

"The distinct Catholic ethos is a strength of the school, and it is reflected in the exemplary behavior and attitudes of the pupils."

We offer a welcoming workplace culture, continuous professional development opportunities, and the chance to make a tangible impact on the lives of our young people.

Visits and Enquiries

We believe that seeing our school in action is the best way to understand what makes St. Richard's so special. **Visits to the school are warmly welcomed and encouraged.**

To arrange an informal discussion or to schedule a visit, please contact the Principal's PA on pa@strichardscc.com.

How to Apply

Please download the application pack, job description, and person specification from our website: <https://strichardscc.com/> and submit to recruitment@strichardscc.com

- **Closing Date for Applications:** Friday, June 26th, 2026
- **Interviews:** Scheduled across the week commencing Monday, June 29th, 2026

St. Richard's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check