

SCHOOL BUSINESS MANAGER

Due to the retirement of the current postholder, we are looking for a School Business Manager ideally to start in September 2018, starting date negotiable.

The hours of work are 37 hours per week for 40 weeks of the year (term time plus 5 Inset days and 5 additional days in the school holidays).

The salary is Grade 9, SCP 30 – 34. Full time equivalent is £27,358 - £30,756. Actual salary will be £23,924 - £26,895.

The successful candidate will understand finance and business and be able to make a real contribution with their enthusiasm, drive and energy.

As School Business Manager you will be expected to undertake the strategic financial planning, advising the Headteacher and Governing Board on all financial matters and lead income generation. This very diverse role will have overall responsibility for the finance, administration and site management of the school.

The successful candidate will join the school's Senior Leadership Team and be expected to make a major contribution to the work of that team in all aspects of its work in school.

Applicants are encouraged to come and view the school. Please ring 01733 571742 to make an appointment.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

Application packs are available to download from the school website

www.caverstede.peterborough.sch.uk

and can be returned to

recruitment@caverstede.peterborough.sch.uk

Closing date: Monday 16th July 2018 at 12 noon

Shortlisting: Tuesday 17th July 2018

Interviews will be held on Monday 23rd July 2018