

**SCHOOL BUSINESS MANAGER**

Do you want to join a team committed to helping every child be the best they can be?

We are looking for an experienced School Business Manager who will be responsible for:

* the operation and management of the finances across our federation of two schools. This will include the generation of income.
* managing the provision of effective administration and HR processes, including the management of non-teaching support staff.
* Contributing to future direction of the school including through the provision of sound financial advice to the Governing Board.

**This role could be a flexible role negotiated to fit around existing commitments or could be a full time, five day role which would also include the following:**

* the management and development of the school premises with a key role in contributing to planning and development.
* Clerk to governors.

This post as full time would be 37 hours per week at Grade 7 point 21 for 41 weeks per year. Any other flexible option would be pro rata.

**Experience of working in a school office is essential**

This is a permanent post subject to a probationary period of 6 months.

Application closing date: Mid-day on Friday 17th January 2020.

Interview date: Monday 27th January 2020 (please do not submit an application for this post unless you are able to attend the interview date).

Application forms and a job description may be obtained from our website [www.stbriavelsprimaryschool.co.uk](http://www.stbriavelsprimaryschool.co.uk), or from our Federation Office on 01594 530428 or email [admin@st-briavels.gloucs.sch.uk](mailto:admin@st-briavels.gloucs.sch.uk). Visits to the school are warmly welcomed; please call the office to arrange.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to enhanced DBS checks.