

School Business Manager

Salary Range: NJC Pay Scale Point 32 to 36 dependent on experience

Hours: 37 hours per week

Contract Type: Permanent – Term time only plus 2 weeks

Closing Date: Monday 18th July (Applications will be reviewed on receipt)

A rare and exciting opportunity has arisen at Potton Federation in the role of Business Manager. As our current post holder will be retiring in the Autumn Term, we are seeking a highly efficient and enthusiastic Business Manager to join our friendly, positive and forward-looking Federation.

The next year is a very exciting time for the Potton Federation as the two school's merge to become a Primary School. You will play a key role in this transition and your strategic vision, passion and commitment will be crucial in this role. You will focus on the leadership and management of finance, premises, HR, administration and health and safety. You will be integral to the effective operations of both schools as they become one Primary School.

The successful candidate will require a strong background in financial management along with experience of HR processes. The post holder must also have excellent communication and interpersonal skills; confidently securing buy-in from all stakeholders, with the ability to both lead teams and work as a member of one effectively.

This is an excellent career development opportunity and we would love to hear from you if you have experience of working as a School Business Manager in an educational setting and enjoy the challenges and rewards a role like this brings.

We actively encourage visits to our school to see just how special our school is, meet our team and discuss this position. Please telephone the Potton Middle School office on 01767 260034 to make an appointment.

Applications will be reviewed on receipt. The closing date is Monday 18th July and interviews will take place before the end of term.

Potton Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS).