

The Bellbird Primary School

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

School Business Manager

Grade: S01 (23-25)

Hours: Term time only contract (plus 15 days in the holidays to be agreed annually with the heads)
37.5 hours/week (8 – 4pm)

We are looking for someone who can join our passionate and positive school team, bringing energy and enthusiasm to help ensure the school runs as efficiently as possible and to ensure that our pupils 'Soar to Success'.

The Bellbird Primary School is a Local Authority maintained school with two-form entry. We have a large school site with numerous outdoor learning spaces including designated spaces for Reception and Key Stage one.

Our new school business manager will have a team of operational and support staff to lead, ensuring each person they supervise is able to grow professionally whilst supporting the needs of the school.

This a rewarding and dynamic role which will need the ideal candidate to:

- Promote the safeguarding and welfare of children and young people in every aspect of their work;
- Thrive in a busy school office environment, managing multiple deadlines and prioritising as needed;
- Work independently to complete their own workload whilst also being prepared to help out as part of the wider admin team as the needs of the school require;
- Demonstrate a good knowledge of finance and HR processes –training will be provided for school specific systems, where needed;
- Communicate effectively with all members of the school and the wider school community, to ensure that the schools financial information is accurate and complete;
- Be committed to continuous professional development, with a desire to learn from others in school and other supportive services;
- Show initiative and take the lead in providing a friendly welcome to all visitors, parents and pupils;
- Have competent IT skills across a range of systems;
- Understand the need to maintain confidentiality at all times.

Please be aware that The Bellbird Primary School will implement a rigorous recruitment process and has proactive safeguarding procedures in place. The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work. An enhanced DBS check will be required for this post. Any job offer is subject to satisfactory references and safeguarding checks being obtained.

If you are interested in finding out more about this exciting opportunity or would like to visit, please contact the Headteachers Mrs Emma Clayton or Mrs Rebecca Pentney on Tel: 01223 833216.

Please email the office (office@thebellbird.cambs.sch.uk) for an application pack which will include a job description, person specification and application form (an application cover letter is also requested).

Closing date: 31st May at midday

Interviews: Wednesday 7th June