



Bollinbrook CE Primary School

Abbey Road, Bollinbrook, Macclesfield, Cheshire. SK10 3AT

Headteacher: Miss L Le Marinel BEd (Hons)

admin@bollinbrook.cheshire.sch.uk



www.bollinbrook.cheshire.sch.uk



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JOB ADVERTISEMENT

Bollinbrook CE Primary School

Position – School Business Manager - Permanent

Salary – Grade 7 £29,269 pro rata

Hours – 32-37 Hours Per Week/42 Weeks per Year (flexible for right candidate)

Required from January 2024

Bollinbrook CE Primary School is seeking to appoint a permanent School Business Manager to provide strategic and effective financial, personnel, health & safety, administrative and facilities management for the school. The successful candidate will be a key member of the school leadership team, working closely with the Headteacher.

We are looking for a candidate who is enthusiastic, conscientious, proactive and self-motivated, who would like a key role in maintaining and developing our school.

We can offer you:

- a family atmosphere
- a great team which is supportive and caring
- interested children who love their school
- supportive, helpful parents and governors
- a fantastic environment in which our children grow and learn

We are looking for someone who:

- Has a passion for improving business functions
- Understand the needs of primary children and is able to relate to them
- Understands the different pressures on a School Business Manager in school environments.
- Is experienced working in senior finance/administration and preparing budget accounts
- Ideally has experience of HR and Health and Safety responsibilities
- Can work creatively to maximise the school's resources and manage them to increase efficiency
- Has excellent communication skills and is able work effectively with school leaders, governors and external providers
- Is able to inspire and motivate staff to get the best out of them
- Is committed to school improvement
- Will be committed to safeguarding, promoting the welfare of children and promoting equal opportunities for all
- Ideally has a relevant School Business Manager or Administration qualification

Bollinbrook CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share these values.



Any offer of employment will be subject to receipt of an enhanced disclosure from the Disclosure and Barring Service. All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

Please complete a Diocese application form (not the CEC form) which is attached to this advert and submit a supporting letter, explaining on no more than two sides of A4 paper how you meet the job criteria for the role. Visits to our school are encouraged and can be accommodated out of school hours/in half term if required. Please contact Mrs Crosland on sbm@bollinbrook.cheshire.sch.uk or by telephone 01625 789089 to arrange a visit or if you have any queries regarding this position.

Completed applications should be returned to head@bollinbrook.cheshire.sch.uk for the attention of Miss Lynne Le Marinel, Headteacher, by the closing date.

Closing date for applicants: **9am on Tuesday 5th November 2024**

Shortlisting: **Tuesday 5th November**

Anticipated Interview date: **Tuesday 12th November 2024**

