



An exciting opportunity has arisen at Bramley C of E Infant and Nursery School. We are looking to appoint a **School Business Manager** to join our outstanding school. We are seeking to appoint a highly motivated, proactive, organised and enthusiastic individual.

Working with us will ensure you:

- are part of a small, friendly and talented team;
- have access to ongoing support and training from local authority, diocese and our Cranford confederation;
- have a varied and interesting daily routine; and
- are making an important contribution to the educational opportunities available to our very lovely children.

This is a key leadership role which involves working closely with our Head Teacher, Teaching Staff and Governing Body. The attached job description and person specification outline the main aspects of the role.

Potential candidates for this role are warmly invited to call the school, please contact Mr Max Wheeler-Hayden (01483 892346) in the school office to make an appointment to speak to the Head Teacher. Visits to the school are welcomed and encouraged, in line with our COVID risk assessment procedures for visitors must be followed at all times.

School Business Manager

PS8 £31,273 - £34,519 full-time equivalent

Pro rata £16,709 - £18,443 (based on 22 hrs per week, 40 weeks per year).

Closing Date for applications is Monday 19<sup>th</sup> October 2020 (10am).

Interviews will take place on Thursday 22<sup>nd</sup> October 2020. Interviews may be virtual depending on government policy at that time. We reserve the right to appoint prior to the closing date.

### **Permanent contract**

Required ideally from mid November 2021, for the right candidate we are happy to wait for a 4<sup>th</sup> January 2021 start.

Safeguarding Statement: Bramley C of E Infant and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. This post requires an enhanced DBS check.