



## School Business Manager

**Start Date:** As soon as possible

Hours are by negotiation and are based on 30/35 hours per week (Permanent-Variable)

Term Time (38 weeks per year) plus additional 10 days

Salary Range 30 hours per week £25,801.99 - £28,773.29 per annum

Salary Range 35 hours per week £30,102.32 - £33,568.84 per annum

Orleton and Kimbolton Schools work closely together with a shared Headteacher, we are hoping to strengthen this partnership by appointing a business manager across the two sites. We are looking for a driven individual with an eye for detail who will be passionate about delivering outstanding service to our school community with a smile!

Whilst the role is initially across our two schools should you be driven towards working across more we would be happy to explore this with you over time. We can offer a great level of support with full time front of house staff at each school and an additional member of staff to offer back office finance and admin support.

We envisage this post will either operate across 4/5 days a week initially, to facilitate the input that will be required to join processes and systems across the school sites. We strive to implement a work life balance within our team and therefore a hybrid approach will be considered for this role, please contact us and start a conversation about how this role may work for you, and the training opportunities available.

As a member of the senior leadership team, reporting directly to the headteacher and governors, you will share in the collective management of the school in support of our goal of providing an outstanding education for all of our pupils at both Orleton CofE Primary School & Kimbolton St James CofE Primary School.

The governors expect all staff and volunteers to share our commitment to safeguarding children. We follow safe recruitment practices and all appointments are subject to successful DBS checks.

Visits to the school are strongly encouraged, by appointment.

Application packs are available from the school websites: <https://www.kimbolton-st-james.com/> or <https://www.orleton.hereford.sch.uk/>

For further details, please contact Adam Breakwell, Executive Head Teacher via e-mail [abreakwell@orleton.hereford.sch.uk](mailto:abreakwell@orleton.hereford.sch.uk)

**Closing Date:** 3<sup>rd</sup> January 2023

**Interview Date:** Week commencing 9<sup>th</sup> January 2023