



Job Advert

Business Manager

Permanent, Full-Time

NJC Grade 12 £38,890 To £41,881 per annum

Faringdon Community College is seeking a Business Manager who will have the presence, experience and vision to further develop all aspects of the school's business and operational needs. As a member of the school's Senior Leadership Team, the successful candidate will work closely with Central Trust Staff (Finance, Operations and HR Managers). Key responsibilities will include resources, site and premises, health and safety, operations, compliance, finance and HR.

The successful applicant will be highly organised with the ability to lead by example. Candidates must be driven, proactive and committed to the success of the school. You will need to be motivated, have excellent communication and organisation skills, have a flexible and calm approach and be able to respond to the needs of the school.

Faringdon Community College (FCC) is a successful and well-established 11-18 co-educational secondary comprehensive school, which embraces the idea of lifelong learning and community education. The school has an excellent local reputation and is known for inspiring exciting teaching and learning, where teachers are supported and encouraged to help every student, aiming to achieve individual success and realise their potential.

As a dynamic organisation, we are always looking for new ideas and ways forward. Our strong and motivated team of teaching and non-teaching staff are committed to providing the best education they can and have an energy and enthusiasm which makes FCC a rewarding place to work.

Within your application, you should give details of your suitability for the role.

If you have any questions, would like any further information or would like to arrange an informal visit to the school, please contact our Trust HR Team, by emailing Recruitment@faringdonlearningtrust.org.

For more information, including a copy of the job description and application form, please visit our website <http://www.fccoxon.co.uk/vacancies/>.

Please return your completed application form, along with a letter of interest outlining your suitability for the position, to Recruitment@faringdonlearningtrust.org.

Closing Date for applications: 9am on Monday 10th January 2022

Interviews: Week beginning 17th January 2022

Faringdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service (DBS) Enhanced Check"