**Director of Business & Finance**

**SALARY :** L18 – 22 (£71,729 - £79,112) depending on experience

**CONTRACT :** Full time

**TERM :** Permanent

**STARTING DATE :** 3rd February 2025 (or by negotiation)

**RESPONSIBLE TO :** Headteacher

We are seeking to appoint a Director of Business & Finance who, as a member of our Senior Leadership Team, will help drive the provision of an outstanding education for the learners of Burford School. We are particularly interested in someone who is commercially minded and can create avenues for further income generation from available resources.

This person will have overall responsibility for the management and leadership of the support team, including Finance, HR, payroll, Catering, Premises, and Health and Safety. The successful candidate may have worked in education, the public sector or in a commercial setting.

The role is personally accountable to the Headteacher for the use of all funds and resources made available to the academy to support successful outcomes for learners. It supports the continued growth and development of the school.

For further information or a discussion regarding the post, please contact the Headteacher, Mr Albrighton.

**Why work with us**

Burford is an oversubscribed school situated in an area of outstanding natural beauty. This is an excellent school, with a superb environment for learning and a priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

**Additional Staff Benefits**

* Supportive continuous professional development and growth opportunities
* Health and wellbeing support including access to an Employee Assistance Programme, free flu vaccinations and a subsidised Healthcare Plan
* Local Government Pension scheme membership
* The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.⃰

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Sarah Evans, HR Manager, to arrange this.

The successful candidates will need to meet the person specification in order to be offered the post.

**TO APPLY:**

* Please download details and an application form from our TES page: <https://www.tes.com/jobs/vacancy/director-of-business-and-finance-oxfordshire-2127723>

Or

* Contact Sarah Evans, HR Manager, at the following email address: [s.evans@burford.oxon.sch.uk](about:blank) or telephone the number above.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn’t part of the shortlisting process, and there will be a chance to address any issues of concern at interview.

**Closing date: Monday 11 November 2024 (12.00pm)**

⃰ Please see relevant Admissions Policy on the school website.