



Federation Business Manager

Full Time (37 hours per week, 52 weeks per year, less annual leave)

Part time arrangements for working at 80%+ will be considered and can be discussed at interview

PO2a 31-34 (£41,771 - £45,091 per annum)
(To be agreed dependent on previous experience)

The Governors of the Queens' Federation are seeking to appoint a new Federation Business Manager to our experienced strategic leadership team. The post involves working across our two large primary schools and working closely with Governors, the Executive Headteacher and the Deputy Headteachers. The successful candidate will be leading staff working with financial responsibilities, property, lettings and overseeing contracts, including those for catering.

This is an exciting opportunity to work within the Queens' Federation, consisting of Queen Edith and Queen Emma Primary Schools. Our schools have a successful reputation within the community and staff speak highly of the supportive and positive relationships established throughout the organisation. We will be looking for someone to join the Federation with wide knowledge, experience and excellent inter-personal skills. We appreciate that the breadth of the role means training in some areas may be required, but a knowledge of financial regulations will be essential. The post holder will be supported by a Finance Officer.

The Queens' Federation is committed to safeguarding and promoting the welfare of children. The offer of employment is subject to satisfactory pre-employment clearances including the right to work in the UK, ISA registration, Disclosure and Barring Service, medical checks and two satisfactory references.

We would welcome visits to the school prior to application. Please contact our school office on (01223) 714300 to arrange a suitable time.

Further details and an application pack can be downloaded from our websites: www.queenedithschool.org.uk or www.queenemmaschool.org.uk and completed applications can be emailed to jdargiene@queenemma.cambs.sch.uk

Please note the school may decide to withdraw the advert before the closing date or interview suitable candidates prior to the advert closing.

Closing date: Monday 3rd November 2025 by midday
Interview date: Tuesday 11th November – pm