**School Business Leader**

We are seeking to appoint an experienced School Business Leader with proven strong leadership and management skills on a permanent contract to start as soon as possible. This is a fantastic opportunity for an enthusiastic, driven professional who will play a vital role in contributing to the culture, ethos and well-being of the whole Academy.

***Salary & Benefits***

* G10 Point 27-30. Annual Salary starting at £35,745.00
* 37 hours per week 52 weeks per year.
* Access to Local Government Pension Scheme.

***Who we are looking for***

* The successful candidate will have strong leadership, management and communication skills and need to be enthusiastic and self-motivated
* You will have a solid background in leading and motivating colleagues and developing strategies to improve the support services of a school
* Extensive experience in leading in financial, administration and HR as well as management of operational areas including Premises, Health and Safety, and Facilities
* The ability to demonstrate flexibility, teamwork and a commitment to the school values
* Understanding of the practical application of Equal Opportunities in a school context
* Aware of Health and Safety and Safeguarding issues
* Excellent verbal and written inter-personal skills at all levels
* Ability to write reports and keep records
* An accomplished user of ICT
* Excellent organisation, prioritisation and time management skills
* High levels of discretion and integrity
* Approachable with a professional manner
* Comfortable around and able to form good relationships with staff, students, governors, contractors and other stakeholders
* Able to be firm when required and consistent
* Committed to own professional development and that of others

**THE ACADEMY** believes strongly in the teaching of life skills as well as the more traditional curriculum. CPD is a priority and all staff benefit from a supportive environment and a philosophy of shared practice.

**WE BENEFIT** from a spacious site in a beautiful location with extensive views across the Wolds. The cost of local housing is relatively inexpensive and Caistor is easily accessible from Grimsby, Lincoln and Scunthorpe.

**APPLICATION FORMS** and further details are available from the Academy’s website or by contacting the Academy.Completed application forms should be returned to applications@cyac.org.uk in advance of the closing date. Telephone or email enquiries are welcomed, as are preliminary visits by arrangement.

The Academy is committed to the safeguarding of children. The appointment will be subject to an enhanced DBS disclosure and references will be taken before interview.

**Caistor Yarborough Academy** Grimsby Road, Caistor, Market Rasen LN7 6QZ

Tel: 01472 851383 E-mail: applications@cyac.org.uk

[www.caistoryarboroughacademy.org.uk](http://www.caistoryarboroughacademy.org.uk)

**Closing date**: 9:00am Wednesday 3rd November **Interviews:** To Be Confirmed.