**Join Our Team at Baxenden St John's CE Primary**

**Position Available: School Business Manager**

Are you a highly motivated and organized individual looking to make a positive impact in education? Baxenden St John's CE Primary School is seeking a dedicated School Business Manager to join our dynamic team.

**About Us:**

At Baxenden St John's CE Primary, we are committed to providing a nurturing and inspiring environment where every child can thrive. With a strong focus on academic excellence and holistic development, we aim to empower our students to reach their full potential.

**Position Overview:**

As our School Business Manager, you will play a crucial role in the efficient and effective operation of our school. Your responsibilities will include financial management, human resources, facilities management, and administrative support.

**Key Responsibilities:**

- Financial management, including budgeting, forecasting, and financial reporting

- Overseeing human resources functions, such as recruitment, and staff development

- Managing school facilities and ensuring compliance with health and safety regulations

- Providing administrative support to the leadership team and staff

- Liaising with external stakeholders, including parents, suppliers, and government agencies

**Qualifications and Experience:**

- Relevant qualifications in business administration, finance, or a related field (CSBM or DSBL are desirable)

- Proven experience in a similar role, preferably within the education sector

- Strong financial acumen and budget management skills

- Excellent organisational and time management abilities

- Effective communication and interpersonal skills

- Proficiency in relevant software applications, such as Microsoft Office and financial management systems (SIMS and FMS would be advantageous)

**Why Join Us:**

- Opportunity to make a meaningful difference in the lives of young learners

- Supportive work environment with a collaborative team

- Competitive salary and benefits package

- Continuous professional development and growth opportunities

Baxenden St John's CE Primary School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.