**School Business Manager required to start in May 2025**

**Permanent contract - Full-Time (52 weeks) – 37 hours per week**

**Grade 11 - £48,710 to £51,802**

Kingsleigh Primary and Pre-School is an 800+ pupil primary school in West Howe and is an innovative, creative, forward-thinking place to learn and work. We believe in going the extra mile in everything that we do to ensure that our children have the very best start to their education. We are at the centre of the community we serve and see our role as more than just a school but a place where our children and families can truly thrive. Our school is a place:

***‘Where everyone can be great!’***

We are seeking to appoint a School Business Manager to:

* Make a significant contribution to the development of the school under a new Headship.
* Be responsible and accountable for both the day-to-day management and strategic development of the school’s facilities, finances and administration and site staff.
* Work as part of the leadership team to continue the work achieved within the curriculum, the pastoral support for students and the school’s role within the wider community.

This position is being offered on a permanent contract and the salary will be Grade 11 points 39 to 42 - £48,710 to £51,802. Holidays will not be authorised during term time.

What we can offer:

* A large, friendly and enthusiastic staff team where everyone works together and is genuinely proud of what we’ve created.
* A modern, spacious, purpose-built and well-resourced learning environment.

We are looking for someone who:

* Is enthusiastic and open-minded and ready to support the school development plan
* Will be proud to be a part of our school and will uphold our ethos and values.
* Is enthusiastic about working as part of a team

If this sounds like the kind of school you would like to work in, we look forward to showing you what we are all about. Please visit our school website (www.kingsleighprimary.co.uk) which will give you a good flavour of life at Kingsleigh Primary School.

Visits to the school are warmly welcomed.

**Please apply online or contact our School Business Manager for an application pack at** [**kim.bainton@kingsleighprimary.co.uk**](mailto:kim.bainton@kingsleighprimary.co.uk)**.**

Closing date: Friday 28th February 2025 at midday

Interviews will be held w/c 3rd March 2025

Our school is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant’s background credentials, including enhanced DBS checks.