



Together we grow, Together we achieve

Raymond Close, Rodney Way

Colnbrook

Slough, SL3 0PR

01753 682 937

School Business Manager

Start Date: September 2022

Closing Date: 20th July 2022

Interviews will commence upon receipt of suitable applications. We reserve the right to appoint a suitable candidate before the closing date.

28 hours per week worked over four days

8:30am – 4:30pm (1 hour lunch break)

Term Time only + Inset Days

Level 8 SCP 36-41

£40,578 - £45,648 + £965 Local weighting (FTE)

(approx. £26,951 - £30,241)

Pippins School is a one form entry school. We are a Good School as rated by Ofsted (Ofsted January 2017). Our commitment is making a positive difference to the lives of our children and is our utmost priority. We seek an experienced and passionate School Bursar with outstanding interpersonal skills to work alongside Senior Leaders and the Governing Body providing strategic, administrative and financial support.

We are looking for someone who:

- ✓ Manage financial and HR Systems effectively
- ✓ Effective time management and organisational skills
- ✓ Commercial awareness
- ✓ An accountancy qualification and background
- ✓ Pro-active and conscientious about enhancing the education of pupils and supporting and promoting the positive work of the school
- ✓ Is highly organised and has excellent communication and interpersonal skills
- ✓ Is able to work with high levels of integrity, discretion and confidentiality
- ✓ Has excellent numeracy, literacy and IT skills
- ✓ Management of Health and Safety legislation and procedures

We can offer:

- ✓ A vibrant and forward-thinking school with the drive and determination to offer the best
- ✓ Enthusiastic, motivated and friendly children who are excited about learning and empowered to do their best
- ✓ A dedicated, talented and supportive staff team
- ✓ Welcoming and supportive parents/carers and active Governing Body
- ✓ High quality professional development opportunities tailored to individual needs

If you are hardworking, reflective, resilient and flexible, then we welcome your application. If you would like to know more, please telephone and arrange a phone meeting with the Headteacher/School Business Manager. We are very proud of Pippins and would love to tell you why.

Visits to our school website www.pippins.slough.sch.uk and the school are positively encouraged. Do please feel free to book an appointment to visit the school.

A Job Description and Person Specification is available on our website. Please use the description and specification to write your letter of application as we will shortlist against these. Please send your completed application to the **Headteacher Mr M Jalaf**: mjalaf@pippins.slough.sch.uk

Interviews will commence upon receipt of suitable applications. We reserve the right to appoint a suitable candidate before the closing date.

Pippins School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments will be made subject to a full enhanced DBS check and references will be taken up before interview.