



Executive Headteacher: Helen Ball BA (Hons), PGCE, NPQH

**School Business Manager
Polehampton C. of E. Schools
Required from 1st September 2022
Permanent position**

Salary subject to experience
Grade 7 £30,095 - £33,486
30 hours/ week
Term time + 5 INSET days + 2 weeks

Come and “let your light shine” at our wonderful Schools!

Working with the Senior Leadership Team over both Infant and Junior schools, the School Business Manager is a key position, looking after all the non-teaching functions crucial to supporting the schools in achieving our vision to “let your light shine”.

The ideal candidate will be a highly motivated and enthusiastic professional, committed to ensuring the best possible learning experiences and outcomes for our children.

As a member of The Keys Academy Trust, this role will also work closely with the Trust and will provide opportunities to work with all the schools in The Trust to provide the highest quality education for our children.

With the help of a small team of support staff in both schools, this role involves financial management; HR; Health and Safety; premises management; IT and compliance.

Experience in a similar role would be desirable, along with accounting experience, excellent IT skills and attention to detail. Accounting qualification required.

The successful candidate will have:

- Ability to communicate a vision and inspire others
- Ability to build effective working relationships with staff and other stakeholders
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post

Closing date: Monday 13th June 2022 5pm

Interviews: w/c 20th June 2022

Virtual visits are warmly welcomed and encouraged. Please contact the school office for further information.



Polehampton C. of E. Schools

www.polehampton.org.uk



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As a member of The Keys Academy Trust, the successful applicant will have access to high quality professional development and career progression within The Trust.

Please visit our website (vacancy section) for more information, job descriptions and an application form. www.polehampton.org.uk Application forms to be sent to the school office finance@polehampton-inf.wokingham.sch.uk

Do contact the school office for any further questions on 0118 934 1338 / 0118 934 0246

This school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS disclosure and will need two strong references. We welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

“Let your light shine” Matthew 5:16