



Robert Bakewell Primary School  
Barsby Drive, Loughborough  
Leicestershire, LE11 5UJ  
Tel: 01509 231646  
office@robertbakewellprimary.com

Headteacher: Mr JP Bishop Bsc (Hons), NPQEL

## School Business Manager

Term time plus 4 weeks per year / Permanent

Salary / Grade 13

£47,694 to £52,155 (full time/full year and pro rata for term time/part time)

The school's last Ofsted inspection was in October 2023. "Robert Bakewell is a school with a big heart. There is a caring, family ethos about the place. Staff and pupils are proud of their school. They are proud to refer to themselves as '#teamRB'. The school's values permeate its work. Pupils know and understand the values. Staff have very high expectations of pupils. Pupils have positive attitudes towards their work and towards each other. They enjoy making a positive contribution to the life of the school.

The school is rated as GOOD in all areas, however this does not define us. We are #teamRB. Our school is a happy, thriving learning community, where diversity is celebrated and aspirations are encouraged. We are committed to providing a safe, secure and stimulating environment, where everyone can develop their skills and talents in a variety of ways and to the best of their abilities. We learn, care and achieve together is a lived ethos.

We are excited to offer this rare opportunity to join our Senior Leadership Team as a School Business Manager here at Robert Bakewell Primary School.

The Business Manager role is a crucial one within school, with significant responsibilities in terms of the strategic and operational aspect of financial resource management, business planning, risk management, information management and ICT, human resource management including payroll, facilities and health and safety management.

The successful candidate will be:

- A strategic thinker
- Experienced at school business, finance and resources management, HR and Payroll
- Skilled at managing systems and people
- Able to think creatively and problem solve

Ideally, we are looking for someone full time/term time, i.e. 37 hours per week (+4 weeks to facilitate inset days, attendance at finance trustees' meetings, work required during school closure e.g. summer holidays such as completion/submission of the annual Budget Forecast Return, end of year accounts preparation, management accounts and payroll in July/August). We would also consider part time working in order to accommodate the right person for the job.

You should refer to the job description and person specification in your application. Please note that all applications must be on the appropriate application form. We cannot accept other application forms or CVs. More information can be found in the accompanying recruitment information pack.

If you would like to visit the school, or for an informal chat with the headteacher about the role, please contact us on 0150 231646.

Visits to school are encouraged during the period: 3<sup>rd</sup> – 11<sup>th</sup> February 2025.



Please also see our social Media channels for further information on the school.  
<https://www.robertbakewellprimary.com/> (inc. Facebook/Instagram/Twitter/Youtube channels)

Closing date: Monday, 24<sup>th</sup> February 2025 at 9.00 am

Shortlisting: Week commencing 24<sup>th</sup> February 2025

Interview date: Thursday, 27<sup>th</sup> February 2025

Start date: May/June 2025

Safeguarding is a priority for our school and the successful applicant will be subject to an enhanced DBS check. Application packs are also available to download from our school's website.

