



Eaglesfield Paddle C.E. Primary Academy

Eaglesfield, Cockermouth

Cumbria CA13 0QY

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Headteacher : D F V Watson B Ed (Hons), Dip Ed, Cert Ed

Eaglesfield Paddle CE Primary Academy

"To be the best you can be!"

Permanent Part Time School Business Manager /Chief Finance Officer (CFO)

Salary BS10 – BS11 - £33,945 – £36,648 pro rata (dependant on experience) term time plus 5 days

The governors of Eaglesfield Paddle CE Primary Academy are seeking to appoint a highly motivated, outstanding School Business Manager/CFO to help lead our 'good' school

- Can you ensure that the Academy is financially compliant with the "Academies Handbook?"
- Do you have a business or accountancy qualification or hold a membership of a relevant professional body?
- Can you contribute to our vision and Christian ethos ?
- Have you got the skills to empower, challenge and motivate staff to "be the best they can be" to drive improvement across our school?
- Have you a proven record of financial management of an organisation of a similar complexity?
- Can you focus on safeguarding as a core priority for our school?
- Can you co-ordinate health and safety across the school to keep everyone safe?
- Do you have the highest expectations and vision for our successful school?
- Do you have the skills and passion to support the Headteacher in the day-to-day management of the school?
- Can you interpret and use data to lead school improvement?
- Would you be able to work closely with governors as clerk to support and advise them on business and financial issues?
- Can you contribute to our team and provide a safe, secure and inspiring learning environment to give our children an outstanding start to their learning journey?
- Can you promote positive relationships with staff and support staff in their professional development?
- Do you have the skills and drive to work on your own initiative?

At Paddle Academy we can offer:

- children who are enthusiastic learners;
- a welcoming and vibrant team, who strive to "be the best they can be";
- excellent indoor and outdoor facilities;
- exceptional resources to support learning;
- supportive parents and governors;
- a wide range of opportunities for professional development.

Application packs are available by request to Mrs Littlewood via telephone on 01900 823188 or email at recruitment@eaglesfieldpaddle.cumbria.sch.uk. Please complete the application form with your personal details. Also, please provide a supporting letter stating your personal skills and experience as outlined in the person specification and job description. **Please note** that the candidates are responsible for their own expenses associated with applying for the post.

Visits to school:

Monday 9th June 4.00pm

Closing date:

Tuesday 17th June 12.00 noon

Task and Interviews:

Thursday 26th June – All day

Eaglesfield Paddle CE Primary Academy is committed to safeguarding and promoting the welfare of children. The Governing Body will not accept applications from candidates who have been disqualified or who live in the same household as a disqualified person under the Childcare (Disqualifications) Regulations 2009. The successful candidate will be required to undertake an enhanced DBS disclosure and references will be sought.

Disability Symbol User: Yes

Equal Opps Policy: Yes

Description: School Business Manager

Date Advertised on Website: Monday 16th September