**School Business Manager required**

Are you a talented, highly motivated and enthusiastic individual who is able to lead and motivate a team? We are looking for an experienced school business manager to lead on the non-teaching related running of the school. The role will involve leading on finance, budget and facilities management, Health and Safety, HR, ICT, resources and office management as well premises and providing SLT support. A relevant professional qualification such as CSBM would be desirable.

**Hours of work**: All year round: 35 hours per week  8.00am – 4.00pm Mon- Fri  + 26 days’ annual leave. (Term time only or 42 week a year would be considered)

**Salary**: PO3/SCP 34 - 36 (£41,346 – £43,356)

**Closing date:** Sunday 4th September at 23:59

Shortlisting: Monday 5th September

Interviews week beginning Monday 12th September

The successful candidate will have:

* Budget management, monitoring and financial reporting experience
* Excellent communication, presentation and interpersonal skills
* The ability to lead a team successfully

Sir Francis Drake Primary school is committed to safeguarding and promoting the welfare of children and promoting their safety, security and welfare. The successful candidates will be required to undertake a criminal record check via the DBS as well as qualifications and reference checks.

Completed applications should be emailed to the headteacher [kcartwright@francisdrake.lewisham.sch.uk](mailto:kcartwright@francisdrake.lewisham.sch.uk)

Visits to the school are encouraged and can be offered during the week beginning 22nd August. Please email the headteacher [kcartwright@francisdrake.lewisham.sch.uk](mailto:kcartwright@francisdrake.lewisham.sch.uk) to arrange this.

An application pack can be downloaded from the school website <https://www.sirfrancisdrake.org.uk/Vacancies/> or can be requested by emailing [admin@francisdrake.lewisham.sch.uk](mailto:admin@francisdrake.lewisham.sch.uk)