



St. Thomas of Canterbury Church of England Infant School & St. Thomas of Canterbury Church of England Junior School



Business Manager Required for January 2022

Start date – 10 January 2022

Annual Salary Scale 9-11, points 29-42, depending on experience.

Contract – 37 hours per week (Monday – Friday), 39 weeks term time, plus three weeks per annum.

St. Thomas of Canterbury Church of England Infant & Junior Schools are looking to make a joint appointment for the post of School Business Manager. This vacancy has arisen following the retirement of the current postholder after more than 25 years of service to the schools. Both schools are highly successful and have experienced, friendly, committed and supportive teams.

This is an exciting opportunity as the postholder will be the schools' leading support staff professional and will work closely as a member of the Senior Leadership Team of both schools, to help them build on their strengths and successes.

This post will be based in both schools as they share the same site but have separate governing bodies. The schools work closely together whilst also maintaining their own individual character.

The post is responsible for Finance, Site Management, Human Resources and Administration for both schools. The successful candidate will need commitment, good communicational skills, flexibility and be able to work under pressure demonstrating their own initiative, as well as being part of a team.

If you would value the opportunity to make a significant contribution to the future of our schools then we would love to meet you.

St. Thomas of Canterbury Infant & Junior Schools are committed to safeguarding principles and promoting the welfare of children in our care and expects all staff and volunteers to share this commitment. Following safer recruitment procedures, the successful applicant will be appointed subject to an enhanced DBS disclosure, satisfactory references and medical clearance.

The schools have a strong Christian ethos and if you are sympathetic to this ethos, then please contact the school for an application pack.

Visits to the school are warmly welcomed and encouraged please contact the school office to arrange a visit.

For further details please contact the Infant School Office on 01277 223606.