

## School Business Manager

**Start Date:** September 2024

**Salary:** Grade 7/8

**Location:** Wokingham

**Contract:** 30 hours (term time and inset days)

**COME AND JOIN OUR TEAM!**

*'Growing and learning to be courageous, kind and responsible in everything we do'*

The Colleton Primary School is a well-resourced, team teaching, open plan school in Twyford. As a school we strive to be diverse and inclusive and as such would particularly welcome applicants who identify as Black, Asian or from a minority ethnic background, who are currently under-represented within our staff.

We are set in beautiful grounds with our own forest school area and swimming pool.

We are looking for an efficient and enthusiastic School Business Manager to join and lead our friendly and supportive administration team.

**We need you to demonstrate that you:**

- Can contribute positively to the overall ethos, work and aims of the school
- Have a proven track record of effective financial management
- Is an excellent communicator who is at ease with all stakeholders but particularly colleagues
- Can be responsible for overall financial management of income and costs e.g. payroll and budget preparations
- Have appropriate IT skills including knowledge of MIS systems such as Arbor
- Are able to work under pressure and prioritise effectively
- Can take responsibility for identifying and exploiting cost saving and procurement opportunities
- Can meet all policy, statutory and reporting obligations

**We can offer:**

- A supportive team with the opportunity to develop and innovate
- A free Wraparound place for one Colleton child
- Ongoing professional development
- A health and welfare package

Experience of working in a school and/or finance and at a strategic level would be desirable but not essential. A job description and application form are available from the school website

<https://colleton.wokingham.sch.uk/> Applications will be considered upon receipt

Please contact the office for more details:

Telephone 0118 934 0530

Email [admin@colleton.wokingham.sch.uk](mailto:admin@colleton.wokingham.sch.uk)

The Colleton Primary School is committed to equality and diversity and to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

**Employer Information**

The Colleton Primary School

Colleton Drive,

Twyford,

Reading, RG10 0AX

Telephone 0118 934 0530

Email [admin@colleton.wokingham.sch.uk](mailto:admin@colleton.wokingham.sch.uk)

Website <https://colleton.wokingham.sch.uk/>