

WOODSTONE COMMUNITY PRIMARY SCHOOL
Heather Lane, Ravenstone, Leicestershire LE67 2AH
01530 519473



School Business Manager
35 hours per week
Monday - Friday

We are a friendly, welcoming school in Ravenstone - a small village within the National Forest. We are looking to appoint a School Business Manager to work closely with the Headteacher and other senior colleagues to strategically lead and manage the school. The School Business Manager oversees all aspects of finance, HR, procurement, IT, GDPR, health and safety and estate management. In addition, the role line manages administrative and premises staff.

Start date: Monday 3rd February 2025

Salary: Grade 10 Point 23 (actual salary 28,747)

35 hours per week (8.15am - 12:15pm and 1.15pm - 4:15pm Monday to Friday)

40 weeks per year - permanent contract

Applications close: Monday 25th November 2024

We are looking for someone who:

- ◆ is interested in working in the education sector
- ◆ has experience of working in a busy client facing office environment, handling a large range of activities
- ◆ is highly motivated, organised, forward looking and aspirational with a can do attitude
- ◆ is conscientious and with a reliable work ethic
- ◆ is able to work on their own initiative
- ◆ is hardworking, resilient and flexible individual
- ◆ is positive, resilient, well mannered and an excellent communicator
- ◆ is able to work with high levels of integrity, discretion and confidentiality
- ◆ is able to lead and plan creatively and with a long term perspective when required
- ◆ is willing to be involved in the wider life of the school
- ◆ is friendly, efficient and approachable to parents
- ◆ understands children's needs, ensuring they gain the best resources possible

We can offer you:

- ◆ A chance to become part of a school community where children are at the heart of everything we do
- ◆ An encouraging, friendly staff team and supportive Governors
- ◆ Polite and happy children who enjoy coming to school
- ◆ Excellent facilities
- ◆ Professional support and CPD
- ◆ A welcoming and caring school who values your wellbeing

Proposed interviews will take place on **Monday 9th December**. These will be held at Woodstone Community Primary School.

Visits to the school are encouraged—please phone or email school to make an appointment: wpsoffice1@woodstone.leics.sch.uk
01530 519473

For further information please contact Mr. Patrick Mullins
Application form on the [school website](#), on [eteach.com](https://www.eteach.com) and on teaching-vacancies.service.gov.uk

Woodstone Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure from the DBS (Disclosure and Barring Service).

