

Eardisley CE Primary School

In all that we do our values shine through



Job Vacancy – School Business Manager

Job description

Job title: School Business Manager

Salary: HC7 (£26,398.55 - £29,940.23 per annum)

Hours: 37.5 hours per week, term time only

Contract type: Permanent

Closing date: 2nd April 2025

Interview date: 7th April 2025

Job overview

Are you an experienced School Business Manager looking for a new challenge? We are seeking a dynamic School Business Manager to join our friendly and financially sustainable school, to continue to support our valued school community. As a key member of the Senior Leadership Team, you will manage our team of non-teaching staff and lead on financial and administrative operations. This pivotal role is both strategic and operational and involves ensuring there are effective financial management, HR, premises and administrative functions in place. The successful applicant will be an integral part of the school leadership team, with their contributions being crucial to the success of our school.

We actively encourage prospective applicants to come and see the school in action, so please contact the office on 01544 327262 or pamos@eardisley.hereford.sch.uk to book a visit to our fabulous school and to request an information pack. As well as the information below, please also refer to the Job Description and Person Specification. Visits to our school are welcomed.

Our school

Eardisley CE Primary School is a friendly, well-regarded and successful school which is set in beautiful rural Herefordshire, near the Welsh border. It provides children with firm foundations based on a strong Christian ethos which permeates everything that we do, striving to offer all its pupils every opportunity to live life in all its fullness. Eardisley CE Primary School, our vision is to live out through Friendship and Determination, the Christian teaching to 'love one another.' This vision, rooted in our shared values, will guide, inspire and nourish, bringing Joy to all (John 15:12).

The successful candidate will ...

Qualifications and Training

- Have relevant qualifications in school business management
- Display evidence of continuing professional development

Experience

- Have proven experience in a similar role, preferably within an educational setting
- Have experience in managing teams and leading projects

Skills and Knowledge

- Have strong financial acumen and understanding of school funding
- Have excellent communication and organisational skills
- Have knowledge of data protection regulations and compliance
- Be proficient in IT systems related to finance and administration

Personal Qualities

- Be able to prioritise effectively
- Have strong interpersonal skills and ability to build effective relationships
- Show a commitment to upholding the strong Christian ethos and values of a Church of England school

We can offer

- Commitment to personal professional development
- The opportunity to work in a high-achieving school, with a 'Good' Ofsted grading and an 'Excellent' SIAMS grading
- A supportive and passionate staff team
- Motivated and enthusiastic children
- A friendly ethos, where each child and adult are valued as an individual

Eardisley CE 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. All post holders are subject to a satisfactory enhanced Disclosure Barring Service confirmation.