

School Business Manager

To be located at St Philips Primary School and Combe Down Primary School

Grade L, points 29-32. £26,470-£29,055. 37 hours per week.

Term time only + 15 days in the holidays + all INSET days, Factor 47.6.

Actual starting salary £24,163.78pa, however, we are happy to offer this post on an all year round basis to suit the candidate.

An exciting opportunity has arisen for a School Business Manager to work in the thriving and successful St Philips and Combe Down primary schools in Bath. Both over-subscribed schools belong to the Palladian Academy Trust, a small local trust which is passionate about providing opportunities for its pupils and staff. This is an exciting time to join the developing trust and to further your own career in education. You will be joining a lively community of schools which offers professional development and a supportive work environment as well as a generous local government pension scheme.

Working at both school sites, the core purpose of this key role includes managing and developing each school's financial systems and records, supporting HR systems and managing office functions. You will have overall line management responsibility for school premises and support staff, and will manage the school site. You will be a member of the school's leadership team and the Trust's business group, working closely with the PAT Chief Operating Officer.

You will need to be a highly organised and experienced administrator, have excellent communication skills, with the ability to remain composed in a busy environment. Strong IT skills specifically in Microsoft Office are essential and experience of SIMS would be an advantage but is not essential as training will be provided on all aspects of the role. The successful candidate will be a team player with a proactive approach to work.

If the idea of this role excites you and you have the right qualifications and experience we look forward to receiving your application. The role can be either term time only + 15 days holiday working + all INSET days, or all year round, to suit applicants.

Please return the completed application, electronically, to l.pennycook@palladianacademytrust.com by 9am, Monday 26 November 2018. For further details and an application form please see the Ralph Allen school website or phone 01225 832936 and ask for ext 347.

The Palladian Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A satisfactory DBS check is required for this post prior to commencement. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.