**St Peter at Gowts Church of England Primary School**
**Pennell Street**
**Lincoln**
**LN5 7TA**

# SCHOOL BUSINESS MANAGER

Start Date:        as soon as possible

Contract:        Permanent
Hours:          4 days (30 hours)
Working weeks: 43 weeks per year (term-time + 4 weeks)
Salary:          Grade 9
                £36,648 - £40,221 **pro rata**

The admin team plays a vital role in our school. The Governing Body is seeking to find someone who is committed to making a real difference; someone who takes pride in our school and wants to be part of a team where children are at the heart of all that we do.  If you are someone who wants to be part of an amazing team, is dedicated to doing the best for our children and their families, is well-motivated, with excellent communication, leadership  and organisational skills, we would love to hear from you.

We are looking for a Business Manager to work with our team to:

- Lead the finance and administrative side of our school to ensure the efficient and effective running of the school's operations
- Assist the Headteacher and leadership team  with strategic planning ensuring the school makes best use of all our resources.
- Lead the effective management of the school including site, health and safety and risk management.

Visits to the school are encouraged.  Please e-mail or ring to arrange an appointment.

Please contact Mrs Emily Mayer, Headteacher,  by emailing  enquiries@st-peter-gowts.lincs.sch.uk  for further information.

Electronic packs are available to download from our school website:

https://www.st-peter-gowts.lincs.sch.uk/

Closing date: midnight on Thursday 11th April 2024.  Interviews will be held the following week.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, a DBS check with children's barred list and satisfactory references.