



Kingsway Community Primary School, Baker Avenue, Leamington Spa, CV31 3HB

School Business Manager

Permanent ASAP -32.5 hours per week, Term Time (40 weeks)

Grade I SCP 22-25

**Salary: £29,439-£32,020 per annum pro rata
(Actual - £22,911 - £24,920)**

An exciting opportunity has arisen to join a passionate team of staff in a growing Multi Academy Trust.

We are seeking an a highly motivated School Business Manager in our happy and vibrant school. Your role will involve working closely with the Headteacher and SLT, and to lead the organisation and management of the whole school's administration, including finance, personnel, health and safety and premises. Contribute to school planning and development, manage and monitor the support service and associated staff.

Kingsway Primary School is a warm and friendly school with high aspirations for children and staff. We are proud of our committed staff at all levels. They take great pride in their school and are driving on improving outcomes for our pupils. Support and professional development for all staff is a high priority.

The successful candidate will have excellent communication and organisational skills, a 'can-do' attitude and be able to work independently using their own initiative or as part of a team, prioritising workload as necessary. We are seeking passionate and driven individuals with a desire to provide exceptional quality service to pupils, parents and staff through promotion of a positive welcoming environment.

Kingsway Community Primary School is part of Community Academies Trust, a multi-academy trust with the express purpose of transforming schools in community Hubs, through applying a holistic view of education.

Key Requirements:

- NVQ level 4 or equivalent qualification (e.g. CSBM) or evidence of equivalent knowledge & experience in a relevant discipline
- Minimum GCSE (or equivalent) Maths and English at grade A-C.
- Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill
- Knowledge of specialist ICT packages, eg finance and SIMS
- Experience of office administration at a senior /supervisory level
- Experience of working in a school environment
- Supervisory or staff management experience & able to lead/motivate staff
- Financial administration experience
- Good communication skills, oral and written
- Excellent organisational skills
- Able to plan and develop systems

You will benefit from:

- Innovative colleagues who are great ‘team players’ and are always welcoming and supportive
- Highly regarded professional development opportunities for staff
- A school that fully supports you to become an outstanding Business Manager

Visits to the school are welcomed and encouraged, please contact Mrs Claire Jeffs-Watts, School Business Manager on 01926 426896 to arrange a visit.

For more information please visit: www.kingswayprimaryschool.org or www.communityacademiestrust.org. Please see below for an application form to download.

Completed forms to be submitted to jeffs-watts.c@welearn365.com or the school office.

Closing date for applications is: **9am 3rd February 2023**

Interviews will take place on: **w/c 6th February 2023**

Kingsway Community Primary School is part of the Community Academies Trust which is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from Community Academies Trust vision and values.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Community Academies Trust supports Equal Opportunities Employment.

Community Academies Trust Company Registration No. 0747273-6

“Education is for improving lives and for leaving your community and world better than you found it”