



School Business Manager

School Business Manager Salary: Grade 12 (£41 208)

Hours: 8:30 – 4:30 (37.5 hours)

Contract Type: - Permanent

Responsible to: Headteacher / Governing Board

Closing Date: 9am on Thursday 23rd May

Interview: Wednesday 5th June 2024

Start Date: Thursday 22nd August 2024

This is an exciting opportunity to become our first School Business Manager. Westfield Infant School is a warm, friendly place to learn and grow with a close-knit staff who are welcoming and hardworking. Our pupils are kind, polite and confident, demonstrating our core values and our staff are friendly and dedicated.

We are looking to appoint a School Business Manager to join our team; working closely with our expanding admin team and our experienced premises officer. Initial training and support will be available. The successful candidate should have a proven track record in school based finance and business management, experience of dealing with HR issues, H&S requirements and a proactive approach to their role. You must be a great team leader who is able to incorporate strategic business development, alongside the organisation and delegation of general day-to-day running of our large infant school.

Visits to our school are warmly welcomed. For informal enquiries please email: admin@westfield-inf.leics.sch.uk

Completed applications should be emailed: FAO Jennifer Ruane (Headteacher)
admin@westfield-inf.leics.sch.uk