



## Vacancy for School Business Manager

Based at William Stockton Primary School

Grade:7 (Points 25-29 £22,658 - £25,951) Job description AAAD5088

Hours per week: 37 Permanent 52 Weeks

The Governors and Senior Leadership Team of William Stockton and Wimboldsley Primary Schools are seeking a talented School Business Manager to join their large team.

We are a Federation currently consisting of two diverse and unique primary schools and are looking for an enthusiastic and committed individual to join the Senior Leadership Team. This role may grow as the Federation grows so someone with ambition and drive is essential.

The successful candidate will have high expectations of themselves and others, and be driven by the desire to make a difference to the children and families in our school communities.

Essential to the role will be an understanding of the management of:

- Financial Resources
- Administration
- Management Information Systems and IT
- Human Resources
- Facility & Property
- Health & Safety

You will work alongside the Senior Leadership Team and an Administration Team.

A key part of the role will be budget management and to secure future funding.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in the commitment. This school values diversity and has an equalities policy to ensure that all applicants are treated fairly, and that they are appointed solely on their suitability for the post irrespective of race, gender, disability, sexuality or age. The appointment will be subject to safer recruitment practices and the receipt of satisfactory references.

If you would like to visit the School prior to applying please contact the School office on 0151 355 1650 to arrange. A visit has been planned for Wednesday 5th July at 4.00pm.

Please complete a CWAC application form and a supporting statement no longer than 2 sides of A4.

Please email completed application forms to [head@williamstockton.cheshire.sch.uk](mailto:head@williamstockton.cheshire.sch.uk)

The closing date for applications is 12 noon on Monday 10th July

Shortlisting is on Monday 10th July

The provisional date for interviews is Thursday 13th July