

Leaffield C.E. Primary School – Job Advert

School Business Manager

Closing date:	1 July at midday, interviews likely to be 7 July
Job Start Date:	September 2022
Contract/Hours:	Permanent - 30 hours a week (Term Time only)
Salary Type:	Support Staff
Salary Details:	Grade 10, SCP 27-30 (£31,895 - £34,373) pro rata
Location of Role:	Leaffield, OX29 9NP

Summary

A rare and exciting opportunity to join a wonderful village school community.

A rare and exciting opportunity has arisen at Leaffield C.E. Primary School. Leaffield C.E. Primary School is a small village school with a close community ethos. We are seeking an exceptional School Business Manager to join our team in September 2022. We are looking for a skilled professional who wishes to play an active part in school life and has the skills and personality needed to be enthusiastic and well-motivated. As a small school, we seek someone who is able to establish positive relationships with the community and is prepared to support a wide range of tasks linked to ensuring school effectiveness.

Staff, governors and children are rightly proud of the school. As the School Business Manager at Leaffield C.E. Primary School, you will have the opportunity to make a real difference to the lives of the children and families you work alongside. You will have support, encouragement and training to continue to develop your career.

Visits to the school are strongly recommended. Please contact the school office by e-mail or telephone 01993 878 273 directly to make an appointment to meet the Head Teacher.

Application Procedure

Application forms, job description and person specification are available on the school website.

[Leaffield C of E Primary School - Current Vacancies](#)

We are an equal opportunity employer, aiming to have a workforce that reflects the diverse community we serve. As a Disability Confident Employer, we guarantee an interview to any applicant with a disability who meets the essential criteria for the job.

Leaffield C.E. Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check.