



## *Woodloes Primary School, Warwick*

### *School Business Manager*

### *Permanent Contract*

*Term time plus one week (40 weeks), 37 hours per week*

*Grade I SCP 22 (£27,041) - SCP 25 (£29,577) per annum pro rata*

*Actual Salary £23,959 - £26,206 per annum*

**Woodloes Primary School is seeking to appoint a highly motivated and committed School Business Manager.**

The role requires a dedicated, flexible and organised person who will approach work with a positive attitude, honesty, confidentiality and integrity. The successful candidate will be a member of the Senior Management team and they will lead an established administrative team who work effectively to ensure the best outcomes for our pupils. The role requires a strong communicator with a good sense of humour; someone who can demonstrate flexibility and the ability to work as part of a team.

Woodloes is a forward-thinking, community primary school which maintains high expectations of staff and students. It is part of the Community Academies Trust, a multi-academy trust with the express purpose of transforming schools in community Hubs, through applying a holistic view of education. If you wish to work within a successful multi-academy trust and have a desire to make a difference to the lives of our pupils and our community, then this role is for you.

If this role is of interest to you and you can contribute to our future success an application pack is available on our website [www.woodloes.com](http://www.woodloes.com)

Should you require any other details please contact the school office at [Woodloes Primary School on 01926 497491 or hradmin5207@welearn365.com](mailto:Woodloes Primary School on 01926 497491 or hradmin5207@welearn365.com)

For more information visit: [www.woodloes.com](http://www.woodloes.com)

Closing date for applications is: **9.00am Monday 12<sup>th</sup> July 2021**  
Interviews will take place on: **Thursday 15th July 2021**

Community Academies Trust 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”*