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***Woodloes Primary School, Warwick***

**School Business Manager**

Fixed Term Contract for 2 years with potential to become permanent

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

Grade I SCP 22 (£26,317) - SCP 25 (£28,785) per annum pro rata

Actual Salary £23,317 - £25,504 per annum

**An exciting opportunity has arisen for someone to become our School Business Manager and join our highly rated primary school team in the new year!**

We are seeking to appoint someone to work closely with the senior leaders of the school to ensure we achieve our potential as a school business. Woodloes is a fully committed community primary school that is looking to enhance the many services we provide to our local and educational community. This is a two-year contract initially with the potential to become permanent subject to future funding bids.

The successful candidate will have high expectations, a commitment to ensuring the school can fulfil its business potential and an ability to lead a high performing team. We are seeking passionate and driven individuals with excellent communication and organisational skills with a desire to make a difference to the lives of our pupils and our community.

Woodloes 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 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

Should you require any other details please contact the school office at **Woodloes Primary School on 01926 497491 or hradmin5207@welearn365.com**

For more information visit: **www.woodloes.com**

Closing date for applications is: **Monday 13th January 2020 midday**

Interviews will take place on: **Monday 20th January 2020**

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****”*