**School Business Manager**

**Grade 11 Point 20-25 depending on experience (£15.70-£17.59 per hour-pay award pending)**

**Contract type: Permanent Term Time Only plus 3 holiday weeks (41 weeks)**

**Hours: Full Time, 37 hours per week.**

**Actual Salary: £27,886-£31,245**

Vallis First School is seeking to appoint a professional and organized School Business Manager to advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. This is a varied and exciting role. Candidates must be enthusiastic, organised, approachable and hard working.

Vallis First School is well-placed to be ‘the heart of Frome’. Our historic building perches at the top of the hill on Milk Street. Our school is a family, surrounded by the warm embrace of our vibrant local community. Our aim is to bring out the best in everyone, enabling them to develop a lifelong love for learning and understand the part they can play in building their community.

**We can offer you.**

* A school in which children are genuinely at the heart of everything we do
* A supportive school community including children, parents, staff and governors.
* A school that welcomes creative thinking and new ideas
* Opportunity to develop a role and progress in a supportive environment.

**The successful candidate will:**

* Ideally have recent and relevant experience within a school office as a school business manager, Bursar or Finance Manager.
* Be confident working with computers and databases
* Be able to communicate effectively with Senior leaders, parents, external organisations and colleagues at all levels using a variety of comms, including reporting to Governors regarding the school’s financial position, status of the premises and compliance issues.
* Perform a wide range of administrative tasks and higher-level functions such as the preparation of the schools budget, maintaining the schools database and ICT systems, dealing with school admissions, organising and controlling premises compliance & health and safety and supporting senior leaders with HR and recruitment.
* Have good attention to detail
* All with a smile and a sense of humour!

Interested candidates are warmly invited to contact Head Teacher: office@vallisfirstschool.org.uk or 01373 462657 for an informal conversation.

**Application info:** <https://vallisfirstschool.org/our-school/jobs-and-opportunities/>

**Closing date:** Monday 4th November |**Shortlisting:** 4th November | **Interview:** w/c 4th November