



Federation of Kymbrook and Thurleigh Primary Schools School Business Manager

We are looking to appoint a strategic and proficient School Business Manager across our Federation of Kymbrook & Thurleigh Primary Schools. The role will include the management of the Federation's business, financial, HR, estate management – including H&S, administrative functions and data protection. The role holder will provide logistical and professional advice to the Senior Leadership Team and Governing Body. In addition, as a member of our friendly Senior Leadership Team, the successful applicant will be responsible for the line management of the schools' support services and site staff.

A minimum of 25 hours per week, term time only (including training days) + 2 weeks during school holidays to cover necessary duties.

Salary Grade 9, starting from point 24 £33024 annually (FTE)

Our schools are conveniently located 4 miles apart, in the picturesque villages of Keysoe and Thurleigh, situated in North Bedfordshire, approximately 20 minutes from both Bedford and Rushden.

This role should be seen as an exciting opportunity for anyone aspiring to forge a career in strategic financial management. It will require the ability to work independently, managing your own workload, whilst contributing to and facilitating a happy working environment. In exchange our Federation can offer:

- An investment in your career by offering you the chance to engage with relevant training and undertake qualifications related to the position
- A supportive, hardworking and friendly team who are committed to achieving the best for our children
- Cheerful and welcoming pupils who provide the perfect working environment
- A supportive and dynamic Governing Body

Experience of working in a school isn't essential, although knowledge of and an aptitude in finance is expected. As is the willingness to develop a skillset that will enable you to grow into the role of supporting with our whole Federation strategy for school improvement.

Tours of the schools are welcomed. To arrange a visit, or if you require any further information, please contact Shannon Mortimer or Jess Hawkes thurleigh@ktfederation.co.uk or call 01234 771252.

Closing Date: 10am Monday 26th February 2024

Date of Interviews: Week beginning 26th February, exact date TBC

Start date: ASAP

Both Kymbrook Primary School and Thurleigh Primary School are committed to safeguarding and promoting the welfare of all children and young people and expects all staff, volunteers and visitors to share this commitment.

Please note that if you are shortlisted for this role, an online name search will be undertaken, as per Keeping Children Safe in Education. The purpose of the search is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with you at interview. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).