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| We are looking to recruit a new School Business Manager to join our happy, successful school. We are a vibrant, one and a half form entry primary school situated in Walton Cardiff, Tewkesbury and are looking for the right person to join our existing team. We also have two administrative assistants to support this role.  We are committed to finding the right person for the role and due to flexibility within our team we may be able to adjust the working hours. If you are interested in the role but the hours are a barrier please state in your covering letter, the hours you are able to work and we will consider your application.   The school business manager is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance, premises and administration.  They will 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. |
| Further details of the role are available in the job description and person specification. These are available from our website ([www.thejohnmooreprimary.org](http://www.thejohnmooreprimary.org) ) or by contacting our office ([admin@johnmoore.sch.uk](mailto:admin@johnmoore.sch.uk))   If you would like to visit us, please contact the office using the above email address or by calling 01684291661  Appointments to the school are made with reference to the latest safeguarding guidance and, in line with Keeping Children Safe in Education (2023), we may conduct online searches for shortlisted candidates.  This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check. |