

## **Academy Business Manager**

**Permanent contract**

**16.5 hours per week, term time plus 5 days**

**8.30am - 3pm 3 days per week (1 hour lunch break unpaid)**

**Salary: NJC 23 £28,019 per annum pro rata**

Are you enthusiastic, able to use your own initiative and interested in working in an education environment?

Do you wish to work as part of a happy, friendly, team in attractive surroundings?

From September 2021, we require an organised, enthusiastic and highly motivated Academy Business Manager to join our vibrant, forward thinking and unique school family. The successful applicant will have the ability to organise their own work load and support the general day to day running of the school office. They will work as a proactive member of our admin team to manage the school finance system, including working on month end procedures, setting and monitoring the school budget, paying invoices and managing the school's cash flow as well as overseeing the school's HR procedures.

Experience of working in a school setting is desirable but not essential.

The role will require the qualifications set out in the job specification or a commitment to gain these qualifications whilst working for our school.

Although we are unable to welcome people into school at the moment, telephone appointments with the Principal, Mrs Helen Channing, are most welcome on 01642 722883.

**Application Closing Date:** Noon on 14<sup>th</sup> May 2021

**Interview Date:** 26<sup>th</sup> May 2021

Job application to be returned to: [office@roseberryacademy.org](mailto:office@roseberryacademy.org) (FAO Helen Channing)