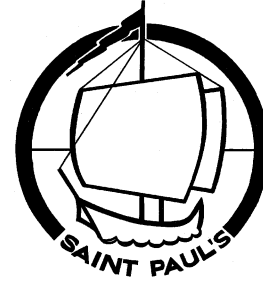


St Paul's CE Junior School
Oxford Road, Wokingham, Berks. RG41 2YJ
Telephone: 0118 978 5219
email: Finance@stpauls.wokingham.sch.uk
www.stpauls.wokingham.sch.uk



School Business Manager

**40 weeks per year including Inset Days.
Grade 7, 26 hours per week,**

(FTE £29577- £32,910 – pro-rata £18391-£20464)

Due to retirement, we have an exciting opportunity for a School Business Manager to join our friendly school team.

The successful candidate will report directly to the Headteacher. Responsibilities include finance, personnel and facilities management, as well as managing the finance and personnel team.

This varied role would suit someone with proven experience in a financial background, preferably within a school setting. An SBM qualification would be desirable but not essential.

We are a happy, inclusive team and we are looking for someone who shares these principles and appreciates that this role is equally about staff, pupils and their families, as much as financial responsibility.

Our ideal candidate will have excellent interpersonal and communication skills, have sound IT knowledge and be well organised with meticulous attention to detail.

No two days are ever the same and a 'can do' attitude and sense of humour will be essential.

Visits to the school are warmly welcomed. To discuss this and for further details please contact Manda Crouch. An application form and job description are available on our website, see Vacancies www.stpauls.wokingham.sch.uk

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
All appointments are subject to an Enhanced DBS Disclosure Procedure.

Closing date: Monday 29th November
Interviews: Wednesday 1st December