

# Duston Eldean Primary School



'TOGETHER WE GROW'

## **Vacancy - School Business Manager**

Following the promotion of our current Business Manager, we are looking to appoint an aspirational Business Manager, with the vision and drive to work with our Leadership Team to build on our school's strengths. The successful candidate must be a team player, hardworking and motivated to provide the best personal and educational outcomes for our pupils. Positivity and a friendly manner are essential.

We have worked hard to develop a school community in which all our members are respected and treated as individuals with their personal learning needs being recognised, valued and supported. Our children and staff are happy, caring and motivated learners. We will provide a bespoke induction package for the successful candidate.

A background in finance is essential and this would preferably be from a school setting. The successful candidate will play a strategic role in school development and planning for the future as well as being responsible for the day to day running of finance, personnel, procurement and facilities management. They must be able to demonstrate excellent financial, analytical and administrative skills and be able to work effectively under pressure, giving attention to detail and accuracy.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. Any offer of employment will be subject to receipt of an enhanced disclosure from the DBS and satisfactory pre-employment checks.

**Salary:** Scale I, Points 22 – 26 (£29,439 – £32,909 FTE pa rising to £31,363 – £34,834 following agreement of support staff pay award 2023-24)

**Hours:** 30-37 hours per week (to be agreed)

**Weeks per year:** 39-40 (to be agreed)

**Closing date for applications:** Open ended (we reserve the right to close this vacancy when we are happy with the calibre of applications received)

**Interview date:** TBC

**Anticipated start date:** January 1<sup>st</sup> 2024 or sooner if possible

Visits to the school are encouraged. The school phone number is 01604 752283. Please contact the Business Manager on [bursar@dustoneldean.northants-ecl.gov.uk](mailto:bursar@dustoneldean.northants-ecl.gov.uk) to obtain an application pack and/or arrange a visit.



Main Road, New Duston, Northampton. NN5 6PP – Tel/Fax 01604 752283  
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Website: <https://dustoneldeanprimary.co.uk>

