

ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

Dogsthorpe Road, Peterborough PE1 3PW Telephone: 01733 563688

Website: www@allsaints.peterborough.sch.uk

SCHOOL BUSINESS MANAGER/CLERK TO GOVERNORS

Grade 10 pt 28 £37938.00 – pt 32 £41511.00 FTE (depending on experience)

Start Date: September 1st, 2025

Working Hours: 5 days per week

All Saints' Church of England Primary School is a Voluntary Aided school serving a richly diverse community. We have a strong sense of team and family due to the school's Christian ethos which makes All Saints' a very special and friendly place to be.

We are looking to appoint a dedicated Business Manager to join the school's senior leadership team, reporting directly to the Headteacher who will:

- give strategic direction and leadership to all aspects of the school budget, finance and related business administration as part of the schools SMT
- be responsible for effectively managing the human resources and site support for our school
- have an outstanding track record in financial management, administrative leadership and HR management, promoting the highest standards of business ethos
- have school experience and ideally have a School Business Manager specific qualification and have experience of School Management Systems
- be competent in leading and managing a team and have excellent communication skills
- be able to manage a varied workload and make effective use of IT to support efficient working
- have experience of clerking governing body meetings or similar

An application pack is available to download from the school website
www.allsaints.peterborough.sch.uk

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure and Barring Service Check is required for all successful applicants, together with two professional referees.

Visits by appointment are warmly welcomed; please contact the school office to arrange.

Closing date: 20th May 2025 (9.30am)

Interview date: Wednesday 4th June 2025