



## **School Business Manager** required to start as soon as possible

37 hours per week -part time hours may be negotiable on appointment.

40 weeks per year (39 weeks of school term time plus INSETS with 1 week to suit needs of the school within the school holidays) - a 52 week per year contract could be negotiable on appointment.

### **Required as soon as possible**

The Governors of Lent Rise School are seeking to appoint a highly motivated and enthusiastic individual to work alongside the leadership team to take the school to the next stage of development.

We are an oversubscribed and growing school, with the addition of a pre school being established this school year and further expansion possible in the future. We want to appoint an enthusiastic, committed and ambitious team player to join our friendly, hardworking staff.

The successful candidate will have high expectations, experience of working within a professional environment. They will also be able to easily demonstrate excellent financial skills along with evidence of effective financial management, leading teams, health and safety leadership, compliance and administration, business and human resources management, compliance and administration as well as exemplary communication skills. It is desirable for the applicant to have financial management related qualification/s. Please see the application pack for further details.

You will work in a friendly but busy environment and you are welcome to contact the Headteacher to arrange a visit which at this time will need to be out of school hours.

For more details on the school visit the website: [www.lentrischool.co.uk](http://www.lentrischool.co.uk) Please contact the school for an application pack or download from the school website.

Lent Rise School is committed to safeguarding and promoting the welfare of all. The successful candidate will be required to undertake an enhanced DBS clearance and relevant checks required for the role as company secretary of an academy school.

**Closing Date:** 28<sup>th</sup> September 2020

Interviews to be held during the beginning of October; dates to be confirmed.

Mrs J Watson  
Headteacher  
Lent Rise School  
Coulson Way  
Burnham  
Slough SL1 7NP  
Email: [office@lrschool.co.uk](mailto:office@lrschool.co.uk)  
Tel: 01628 662913

Number on roll: 450