



Holy Trinity C of E Primary School
School Lane
Cookham
Berkshire SL6 9QJ

School Business Manager
Salary Grade M68 (£35,838 - £39,555 pro rata)
35 hours per week
41 weeks per year (plus INSET days)

Holy Trinity is a thriving Church of England School set in the heart of the village and church community.

We are seeking to appoint an exceptional, ambitious and dynamic Business Manager with a passion and commitment to ensure Holy Trinity continues to offer the very best education for its pupils. We have high expectations and a strong commitment to raising standards. The successful candidate will be a key member of the school management team, working closely with the Head Teacher and Governors, enabling the school to continue to grow.

We expect that the successful candidate will:

- Understand the needs of primary school children and work towards our vision.
- Relish the different pressures on a business manager in a school environment.
- Maximise the school's resources and manage them to maximum efficiency.
- Have excellent communication skills, especially in presenting financial information to the Head Teacher and Governors.
- Be an innovator who seeks the best opportunities for our children.
- Ideally have previous experience of Financial Management Systems in schools - Agresso.

Our school has been judged overall as 'GOOD' by Ofsted (June 2023) with 3 out of 5 areas graded as outstanding and it achieved an extremely favourable outcome in SIAMS (December 2023)

For further details and an application form, please visit the school's website or contact:

Annette Streames-Smith, current School Business Manager

Tel: 01628 523766

Email: office@holytrinitysch.co.uk

Website: www.holytrinitysch.co.uk

Holy Trinity C of E Primary School is committed to safeguarding and promoting the welfare of children and young people as its number one priority and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for an enhanced Disclosure and Barring Service (DBS) check.

Closing date for applications noon on Monday 21st October
Interview date TBC