

## Finance and Premises Manager

Grade 8 – scales 19 to 24 (FTE £25,481 - £28,672)

20 hours per week, 40 weeks per year (term time plus 10 days)

The Finance and Premises Manager will be responsible for managing the strategy and operation of the business functions of our school in relation to all financial, premises and health and safety statutory compliance requirements. We are looking for an appropriately qualified or suitably experienced individual who will support the Headteacher and Governors in these duties.

The successful applicant will be efficient and highly motivated with the ability to work independently and in partnership with the Headteacher, Deputy Headteacher, Office Manager and Caretaker.

You will be able to:

- demonstrate excellent interpersonal and communication skills,
- build and maintain supportive relationships with all key stakeholders,
- troubleshoot and show the ability to problem solve,
- maintain high standards,
- respect confidentiality,
- meet deadlines whilst being adaptable to changing work priorities.

We can offer you:

- professional support and development,
- the opportunity to be part of a caring, hardworking team,
- a school environment that is not afraid to be innovative and creative in the way it approaches educational challenges.

We are willing to consider applications from experienced candidates as well as those new to a school role but who have alternative relevant experience and skills.

Visits to the school are strongly encouraged. Please contact the school office on (01733) 554457 to arrange to come and see us or to discuss the post further.

A full job description and application form is available from the school office or by emailing [rachel.wallace@oldfletton.peterborough.sch.uk](mailto:rachel.wallace@oldfletton.peterborough.sch.uk). Please return your application with a supporting letter detailing why you believe you would be our ideal candidate.

Applications close: Midday on Monday 26<sup>th</sup> April 2021

Interviews: Thursday 6<sup>th</sup> May 2021

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment will be subject to an enhanced DBS check and medical clearance along with two satisfactory references.

