



Date Posted	19/10/2023	(Primary)
School	Hesters Way Primary School	
Address	Dill Avenue, Cheltenham, Gloucestershire GL51 OES 01242 525616	
E-MAIL	admin@hestersway.gloucs.sch.uk	
Web Site	www.hestersway.gloucs.sch.uk	
Post Title (Subject)	School Business Manager	
Grade	Grade 7 (pts 21-25) £28,900 - £32,020 pa pro rata	
Allowances	(Not applicable) This post is suitable for newly qualified teachers	
Hours	Part Time (37 hours)	
Contract	Permanent	
Closing Date:	06/11/2023	
Interview Date:	TBA	
Start Date	A.S.A.P.	

Hester's Way Primary School are looking for a positive, proactive and well organised School Business Manager. The successful applicant will support the Head Teacher in the strategic oversight, organisation and management of the school's finances, human resources, premises, health and safety and other administration tasks, including pupil attendance. The School Business Manager will work as a line manager to the Office, Catering and Cleaning Teams.

We can offer:

- Amazing pupils who want to learn, despite any barriers.
- Parents and carers who appreciate friendly and supportive communications.
- A supportive, resilient and friendly staff team.
- Training and on-going career professional development.
- A spacious work and learning environment.

Please see our school website <https://hesterswayprimaryschool.co.uk> for the following details:

- Job Description
- Essentials and Desirables
- Application Form
- Safer Recruitment and Safeguarding Policies

Please email the school office admin@hestersway.gloucs.sch.uk for an application pack.

Email completed applications to: admin@hestersway.gloucs.sch.uk

Please see our school's Safeguarding, Ex-Offenders and Safer Recruitment Policy for further details. These can be found on the school website Safeguarding pages <https://hesterswayprimaryschool.co.uk/safeguarding>

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This post is subject to an enhanced DBS and other safeguarding measures, including online checks.