

**Pay Range:** Scale 8-9 Point Range 25-33 Salary £30095-£37568 (pro rata)

**Position Start Date:** September 2022

**Contract type:** 37 hours per week, term time, plus 3 weeks.

**Contract Term:** Permanent

**Application Close:** Wednesday 22<sup>nd</sup> June

**Date of Interviews:** Wb 27<sup>th</sup> June 2022

Due to the retirement of our existing School Business Manager, an exciting opportunity has arisen for a dynamic and enthusiastic Business Manager to join our team.

We are seeking to appoint an experienced and self-motivated individual to be involved in all aspects of running a busy finance office including control account reconciliations, producing monthly management accounts, budgeting and financial forecasting, statutory returns, HR and premises management.

At Thundersley, we offer a welcoming, inspiring place to work, a dedicated team of staff and a school community who deserve the very best. Thundersley Primary is a member of Robus Multi Academy Trust whose mission is to be stronger together in the pursuit of excellence.

The successful candidate will have:

- Proven finance and business experience
- Strong organisational skills and work with accuracy and attention to detail
- Excellent interpersonal skills and work well as part of a team, as well as the ability to work independently and prioritise effectively to meet strict deadlines
- Excellent literacy, numeracy and IT skills, and show initiative and commitment to improving and developing their own practice

Visits can be arranged by contacting Ann Waumsley, [admin@thundersley.essex.sch.uk](mailto:admin@thundersley.essex.sch.uk) or by phone 01268 793251.

Robus Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All successful applicants will be subject to an enhanced DBS check, medical clearance and satisfactory references. We are an equal opportunities employer.