

Friday 14th February 2025

Dear Candidate,

Thank you for expressing an interest in the position of Business Manager in our school.

Following the promotion of our School Business Manager, Woodland is excited to have the opportunity to appoint a School Business Manager, to join our school team.

POST DETAILS

* Grade 8 Business Manager (point 25)
* Annual salary will be based on a 38 week contract (pro rata) and a 38 hour week
* Permanent contract
* Preferable start date : May 2025 or as soon as there after
* Applications and covering letters by Friday 7th March 2025 12pm

We are looking for a well-qualified, experienced professional to work alongside our Senior Leadership Team to contribute to the school’s strategic vision and leadership for all aspects of school in particular Finance, Personnel, Premises, Health and Safety, IT and Management Information Systems. The successful candidate will be expected to make a significant contribution to all areas of a busy school office.

We are looking for someone who:

* Can demonstrate a commitment to the ethos of our school.
* Has a proven record of outstanding practice.
* Is highly motivated, enthusiastic, well organised and reliable.
* Can use time management skills effectively.
* Can work effectively as a part of a team and be flexible, energetic and keen to use initiative.
* Is an excellent communicator with high levels of interpersonal skills.
* Has high expectations of self and those around them.
* Is approachable, friendly and have a good sense of humour.
* Wants the best outcomes for all members of the whole school community.

We can offer you:

* A caring and welcoming “family” school environment with high expectations.
* A hard working and dedicated staff team and supportive governors.
* Well behaved children and supportive parents and carers.
* An opportunity to gain valuable experience of leadership and management.
* Continuing professional development.
* Support and development from SHARES (the local network of schools: see [www.shareslancashire.co.uk](http://www.shareslancashire.co.uk))

Visits to our school are essential prior to the application. Please contact the school on 01695 720018.

Also please look at our website [www.woodlandschool.co.uk](http://www.woodlandschool.co.uk)

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer, welcoming applications from all sections of the community.

We look forward to hearing from you,

Keeley Taberner Claire Cooper

Headteacher Chair of Governors