



WILLIAM FARR

C of E Comprehensive School

School Business Manager

Salary Range: L1-4 (£47,185 - £50,807)

52 weeks. 29 days' holiday + Bank Holidays, increasing to 34 days after 5 years.

Start date: 1 July 2024

William Farr Church of England Comprehensive School has a long and proud history and standing in the local community. We are looking for an enthusiastic and suitably experienced individual to undertake the role of School Business Manager.

If you are a proactive, innovative and adaptable professional with the ability to inspire others and lead by example, and you have a passion to ensure that all members of our school community can, in line with our vision, enjoy 'life in all its fullness', then we would encourage you to apply for the role.

The most important aspect of this process is finding someone with the right personal qualities and experience to lead and manage the strategy and operations of the business functions of the school, including financial management, health and safety, human resources, site, school catering, and administration of the school. We want to be explicit in our interest in receiving applications from exceptional candidates from all backgrounds. This is a great time to join our school and we believe it will be a stimulating, challenging, and professionally fulfilling role.

Situated in the village of Welton, close to the historic and beautiful cathedral city of Lincoln, this Church of England 11-18 Comprehensive School has around 1,500 students on roll. Our school gained academy status in January 2011, received an 'Excellent' SIAMS grading in March 2019, and an Ofsted 'Good' in October 2022.

We can offer:

- The opportunity to work with enthusiastic and aspirational students with high learning expectations.
- A strong team of effective and committed staff.
- A supportive and engaged staff, Senior Leadership Team & Trust Board.
- Continuous professional development.
- A Christian ethos and values at the heart of a fully inclusive school community.

Visits to the school are encouraged on **Wednesday 8 May, 10.30-12 noon and 4-5pm**. Please contact Mrs S Ginty, PA to Headteacher, at: s.ginty@williamfarr.lincs.sch.uk to arrange.

Further details can be found on our school website: www.williamfarr.lincs.sch.uk, including a video of the school.

How to apply

Applicants should complete the support staff application form available on the school website and submit a letter of application of no more than 2 sides of A4 paper, stating their qualifications and experience to date and how this will equip them to fulfil the responsibilities of this post. Please return completed applications to the HR office: hr@williamfarr.lincs.sch.uk.

Closing date: **Monday 13 May 2024 at Noon.**

Shortlisting: **Tuesday 14 May 2024.**

Interview date: **Tuesday 21 May 2024.**

William Farr School is committed to the safeguarding of children, and all posts within school are exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to reveal information concerning all convictions, including those which would otherwise be considered as 'spent'. The successful candidate will be required to complete an Enhanced Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

References will be taken up prior to interview along with online google searches, in line with our Keeping Children Safe in Education 2023 obligations. Candidates who are not shortlisted will not be contacted. Feedback will only be provided to candidates invited to interview.