

Brill Church of England School

A Diocese of Oxford Primary Academy

The Firs, Brill, Aylesbury,
Buckinghamshire HP18 9RY
Telephone: 01844 237710
Email: headteacher@brillschool.org.uk
Headteacher: Mrs Louise White



Job Advert

Position: School Business Manager.

Hours: Approx. 22 Hours per week with some flexibility for the right candidate - term time only plus two weeks.

Salary: Bucks Pay between Range 6 (£32,432) and Range 7 (£37,679) pro rata dependent on experience.

Start Date: Flexible start date, no later than September 2024.

We are seeking to recruit an experienced, versatile and enthusiastic School Business Manager to join our friendly & happy team at Brill C of E School, a Stand-Alone Primary Academy from September 2024. This is a diverse and varied role reporting directly to the Headteacher and assumes overall responsibility for the school's day-to-day financial accounting, budget management & HR administration. The successful candidate, in collaboration with the Headteacher and Governing Body, will lead the strategic advancement of the school and the implementation of its long-term financial stability.

Essential Requirements:

- Financial qualification or demonstrated experience.
- Proficiency in financial management, including budgeting, monitoring, reporting and account reconciliation.
- Effective time management, organisation skills and the ability to work under pressure to meet deadlines.
- A warm and positive approach with all members of the school community.
- An understanding of the need for confidentiality and sensitivity.

Desirable Skills:

- Previous experience in financial management within the educational sector.
- First Aid training.

We Can Offer:

- Opportunities for continuing professional development.
- A degree of flexibility in working pattern.
- Remote working.



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- Supportive and friendly colleagues.
- Wellbeing opportunities.

Brill Church of England School is a small and friendly village school. We are at the heart of the community and pride ourselves on our excellent results and good pupil behaviour and attitudes. All pupils are encouraged and nurtured to achieve their potential in all areas of the curriculum - our dedicated and enthusiastic staff team take every opportunity to broaden creativity and self-esteem. We strive to provide a school in which everyone feels secure, knowing that they matter and are cared for and we aim to enable everyone in school to have the skills and knowledge to reach their own potential and live up to our motto 'with the wind in our sails, we shall live life in all its fullness'.

Closing Date: Friday 31st May at 10am.

Interviews: Tuesday 4th June (throughout the day).

Please note that due to our half term break applicants will only be notified on Monday 3rd June whether they are invited to interview. This is the day before the interviews take place so please keep Tues 4th June available in your calendar.

Brill C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We continue to take a whole school approach to safeguarding and it is the responsibility of all staff to report any concerns that they may have for the safety and/or welfare of any children with whom they have contact. This contact may be via e-mail, virtual teaching, through a phone call or directly with the child. The successful candidate will be required to undergo an enhanced DBS (Disclosure and Barring Service) check and submit contact details / handles to facilitate checks on any social media presence. Any offer of employment is subject to satisfactory references and the position is exempt from the Rehabilitation of Offenders Act.
