



**Dream big. Love God. Live well.**

## **Lincoln Bishop King CE Primary School**

### **School Business Manager - Grade 8 - £28,672 FTE – Term time only**

#### **Permanent position**

The Governing Body, pupils and staff of our rapidly improving school are looking for an enthusiastic and motivating leader to join our team.

We can offer:

- well behaved pupils who respect our church school values
- an honest and open church school family with a strong social, spiritual and moral purpose
- support of a leadership team and Governing Body committed to excellence with high expectations
- a professional, friendly and dedicated staff who aspire to be the best they can be
- professional development opportunities, and
- a health care scheme, and additional wellbeing incentives.

We are looking for a professional who:

- is an aspiring leader, committed to making a real difference for children, staff and parents at our school
- can effectively manage a diverse and busy office
- constantly reviews procedures and successfully implements agreed improvements
- ensures financial and budgetary controls through regular and accurate reporting to the headteacher and Governing Body
- has excellent interpersonal and communication skills, and can build effective relationships with the whole school community, and
- can manage own workload effectively and work to deadlines.

Closing date: Monday 7<sup>th</sup> December 2020

Shortlisting date: Tuesday 8<sup>th</sup> December 2020

Interviews: Week commencing 14<sup>th</sup> December 2020

All applications to be emailed to Paula Hanson – [enquiries@bishopking.lincs.sch.uk](mailto:enquiries@bishopking.lincs.sch.uk)