

School Administrative Vacancy: School Business Manager, Senior Admin Officer, Clerk to Governors
Burneston CE VA Primary School is seeking a committed, highly skilled and proactive person to join our team. The successful candidate will work closely with, and support, our Headteacher.

We are a small Church of England school, building our place at the heart of our community of villages. We are growing year on year and currently have 108 pupils on roll.

Our values of Celebrate, Collaborate and Pollinate run through everything we do in school – your role as front of house will be our parents’ first contact with our team, so we are looking for someone who is approachable, welcoming and unflappable. In your role as School Business Manager, we are looking for someone experienced and knowledgeable, who is familiar with working in a Church School in partnership with the Diocese and its funding mechanisms, and who has experience of working strategically with the Headteacher and Governors to move the school forward.

The successful candidate will:

- Demonstrate outstanding skills in administration and systems
- Be able to maintain precise records, files and follow procedures exactly
- Have excellent spoken and written English
- Be a collaborative ‘team player’ eager to share good practice with others
- Be able to interact with a variety of audiences (parents, children, staff, senior leaders) in a supportive and professional manner
- Be prepared to be flexible in their approach, as no two days are the same in a small school!

We offer you:

- A highly supportive and encouraging working environment
- Excellent opportunities for CPD, tailored to your needs
- An inclusive approach where all staff are given a genuine voice

Post Details:

- Local Authority: North Yorkshire County Council, CYPS
- Hours: Variable, SBM 30 hours (J 26 – 32); Clerk 3 hours (F8 – 13); Senior Admin Officer (G 13 – 18)
- Contract type: Term Time. Permanent
To start **4.9.23**
- Salary: SBM J26-32; Clerk F8-13; SAO (G13-18)

For further details, or to request an application pack, please contact the office on 01677 423183, or email admin@burneston.n-yorks.sch.uk.

Burneston CE Primary School, Burneston, Bedale, North Yorkshire, DL8 2HX.

Closing date Monday 17th July 9am: Shortlisting and Interviews will take place in the week commencing: 17th July.

Our school is committed to the safeguarding of children and promoting child welfare. The appointment will be subject to an Enhanced DBS Check. References will be checked.