**Trinity First School**

**Nunney Road, Frome, Somerset, BA11 4LB**

[www.trinityfirstfrome.co.uk](http://www.trinityfirstfrome.co.uk)



**SCHOOL BUSINESS MANAGER**

**32 hours per week, 41 weeks per year (term time + 2 weeks)**

**Salary Range:** **Grade 11, points 20-25, £26,446 - £30,095 pro rata (Depending on experience)**

Due to the promotion of the current post holder, the Head teacher and Governors are looking to recruit an outstanding Business Manager to take a leading role in the administration of the school. The successful candidate will possess excellent literacy, numeracy and ICT skills and will ideally have relevant, recent school office experience including knowledge and experience of SIMS FMS. They will work closely with the Head teacher, taking responsibility for managing the school’s finances, HR administration, Health and Safety and premises. The successful candidate will also have excellent interpersonal skills and will be able to build strong relationships with the whole school community, confidently interfacing with teachers, outside service providers, governors, pupils and parents.

Ideally the successful candidate will be available to take up the post in May, however we are willing to be flexible for the right candidate.

Closing Date: Monday 21st March

Interviews: Wednesday 30th March

**Visits to the school are most welcome, please ring the school office on 01373 461949 to arrange a convenient time. Application packs and further information are also available by emailing** **office@trinityfirst.somerset.sch.uk**

**Trinity First School is committed to safeguarding and promoting the welfare of all its children and expects all staff to share this commitment. The successful candidate will need to satisfy the requirements of an enhanced DBS check.**