



Job Ref No. BM - NGPS
Position Type: Administration
Pay Range: £14,864 – £16,843 (FTE £17,772 - £20,138) (Band 3 to midpoint)
Start Date: Ideally May 2017
Contract Type: Part time 35hpw Term time only + 1 week
Contract Term: Permanent
Application Close: 21st April 2017
Date of Interviews: Week commencing 2nd May 2017

Job Vacancy for a Local Business Manager at Notley Green Primary School, part of CHANGE Schools Partnership Trust.

The best of both worlds! An opportunity to lead and manage a busy vibrant school office, whilst having the support and guidance of a central MAT finance and business services team.

We require a proactive and positive Local Business Manager to provide clerical and administrative support for Notley Green Primary School, under the instruction and guidance of the Trust's central finance and business service team.

We are looking for someone who is a role model and an ambassador to the school/trust. Someone who is friendly, outgoing, organised and efficient to come and join our busy office reception team at Notley Green Primary School, Braintree. Ideally to start after May half term.

Application Form and Full Job Description and Person Specification is available online.

Please submit your application to Cris Edwards, Head of Finance and Business Services for CHANGE Schools Partnership by email to c.edwards@cannhall.essex.sch.uk.

If you have any queries regarding the role or you would like to arrange a visit to the school, please contact Cris Edwards.

The school is committed to safeguarding and promoting the welfare of all our pupils and all posts are subject to enhanced DBS checks.

We reserve the right to close the post before the date stated above once sufficient applications have been received. We therefore advise that you submit your completed application form as soon as possible.

Closing date for applications: 21st April 2017

Interviews: Week commencing 2nd May 2017

Information about the School

Message from Stuart Ellis, Executive Head teacher

CHANGE Schools Partnership is an organisation founded upon a common vision of partnership and a belief that if we 'aim high' we can 'change lives'.

Children and their learning come first. We want our staff to be highly skilled and well equipped to deliver a programme of learning that challenges and excites young minds. Most of all we want everyone in the 'Partnership' to want to be the very best they can. Every member of staff, from every area of school, is given the opportunity to grow and be a special part of our organisation.