



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

THE LEVELS ACADEMY TRUST

Required for September 2018

Academy Business Manager – Permanent – Grade 10 32 - 37

Hours:25 hours in the first instance rising to 37 hours

An exciting opportunity has arisen to join our successful Academy Trust which comprises:

- Hambridge Primary School
- Huish Episcopi Primary School
- Middlezoy Primary School
- Othery Village School

We are a forward thinking Academy Trust with a team of staff that are committed to achieving the very best for our pupils. We believe that through collaborative working across the Academy Trust we can provide rich learning opportunities for pupils and staff alike.

We are seeking to appoint an exceptional individual with a strong financial and operational background to join our team and lead business management at The Levels Academy Trust.

Key responsibilities of this role will include the leadership of HR, Finance, Premises, ICT and Administration. We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education. You will need to have experience in leading and motivating others and a strong understanding of finance and business.

We are looking for someone who is:

- A strategic thinker
- Experienced at school business management, or highly relevant finance and resources management (essential)
- Highly organised
- Skilled at managing systems and people
- Able to think creatively and problem-solve
- Innovative in using new technology to enhance efficiency and communication
- Proficient in oral and written communication

We can offer you:

- The opportunity to network with other school business managers
- Continuing Professional Development
- An enthusiastic staff team across all of our academy schools

The Levels Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this. The successful candidate will require an enhanced DBS check.

Visits to the Academy Office are warmly welcomed. Appointments should be booked by telephoning Mrs Heather Barraclough, Executive Principal on 01458 250673. An application pack and further details can be obtained by downloading from the Levels Academy Trust website www.levelsacademytrust.co.uk

Closing Date: 12pm Monday 21 June 2018

Interviews: Thursday 28 June 2018

For more information and an application pack, please visit the Levels Academy Trust website:

www.levelsacademytrust.co.uk or contact the academy office directly on:

Tel: 01458 250673 or email Mrs Heather Barraclough, Executive Principal on hbarracloough@educ.somerset.gov.uk