

Dear prospective applicant,

Are you someone who thrives on organisation, enjoys variety in your day, and is passionate about making a difference in a school setting? If so, we'd love to hear from you!

At Etwall Primary School, we're proud of our welcoming, nurturing environment where children are at the heart of everything we do. We are now looking for a dedicated and experienced **School Business/Operations Manager** to join our friendly team and help us continue to provide the very best for our pupils, staff, and wider community.

This is a key leadership role in our school, and we're looking for someone who brings not only strong strategic administrative and financial skills, but also warmth, approachability, and a genuine desire to be part of school life. You'll work closely with me, the headteacher, and our part-time business assistant, ensuring the smooth day-to-day running of our busy school office.

We understand that flexibility can make all the difference. While this is advertised as a full-time role, we're happy to discuss working hours that suit both you and the needs of our school. If you're the right person for the role, we're open to finding a pattern that works.

Your responsibilities will include:

- Leading on finance, budgeting, procurement, and compliance with statutory processes
- Supporting the clerk to governors and contributing to effective governance processes
- Leading on Health and Safety procedures and compliance
- Maintaining the Single Central Record and ensuring safer recruitment practices
- Ensuring GDPR compliance and working with the local authority's Data Protection Team

We're looking for someone who:

- Has experience and expertise in this (or a similar) role within a primary school
- Communicates clearly and confidently with children, staff, parents, governors, and visitors
- Is highly organised, IT-proficient, and able to manage multiple priorities
- Understands the importance of safeguarding and confidentiality in a school environment

In return, we offer:

- A welcoming and supportive team
- A school community that values your contribution
- Opportunities for professional development
- A Grade 11 salary and a role where no two days are the same!

If you're ready to bring your skills and enthusiasm to a school that truly values its staff, we'd be delighted to receive your application. Come and be part of something special at Etwall Primary School.