

**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 Officer 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 role in our school, and we're looking for someone who brings not only strong 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:**

- Overseeing finance, budgeting, procurement, and aspects of governance administration
- Supporting the clerk to governors and contributing to effective governance processes
- Leading on Health and Safety procedures, with support from the headteacher
- 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 considerable experience and expertise in this role (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 10 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.**