

**Headteacher:** Mrs. Wendy D'Arcy

**Email:** [admin@hardwicke.gloucs.sch.uk](mailto:admin@hardwicke.gloucs.sch.uk)

**Email:** [slt@hardwicke.gloucs.sch.uk](mailto:slt@hardwicke.gloucs.sch.uk)

**Website:** [www.hardwicke.gloucs.sch.uk](http://www.hardwicke.gloucs.sch.uk)

Inspiring Children to **shine**



Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
**GL2 4QG**

**Telephone: 01452 720538**

*'walk as children of light'*

### **Post Title: School Business Manager**

Grade: Grade 7 (pts 21-25) £26,511- £29,577 p/a pro rata

Flexible hours to be discussed but 30/ week minimum preferred

Term Time + 2 weeks = 40 weeks worked

Contract: Permanent subject to 6 months probationary period

Closing Date: 6<sup>th</sup> December 2021

Interview Date: week commencing 13<sup>th</sup> December 2021

Start Date: As soon as possible

Hardwicke Parochial Primary Academy are seeking an experienced School Business Manager to join the Leadership Team. This is an exciting time for an enthusiastic, flexible and committed School Business Manager to join us and to be part of the Diocese of Gloucester Academy Trust family (DGAT).

The role of SBM offers a great opportunity to be at the heart of operations at this friendly and welcoming school. You will work closely with the Headteacher on the financial and business aspect of running a school. We have a highly dedicated team of enthusiastic, skilled and supportive staff and an excellent parental and pupil community as well as benefitting from the support of the Central Team within the Diocese of Gloucester Academies Trust.

As an experienced SBM, you will know that no one day is ever the same and enjoy a diverse range of responsibilities including financial planning and monitoring, human resources, premises and health & safety.

The post is a minimum of 30 hours per week, however flexibility will be considered for the right candidate. We are offering time term plus 2 weeks through school holidays (inset days + 1 more week to suit the role needs).

Visits to meet the Headteacher and viewing of the school are welcomed. Please contact Wendy D'Arcy via email - [head@hardwicke.gloucs.sch.uk](mailto:head@hardwicke.gloucs.sch.uk) or the school office – [finance@hardwicke.gloucs.sch.uk](mailto:finance@hardwicke.gloucs.sch.uk).

Application forms are available on the 'Our School' section of the [website](http://www.hardwicke.gloucs.sch.uk) (a covering letter is desirable) and should be emailed to the headteacher, Wendy D'Arcy via [head@hardwicke.gloucs.sch.uk](mailto:head@hardwicke.gloucs.sch.uk) by midday on 8th November 2021 with interviews to be held week commencing 15th November 2021.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

