

St John's C of E VA First School



**Together, we will give our children the
'ROOTS TO GROW' and the 'WINGS TO FLY.'**

VACANCY –SCHOOL BUSINESS MANAGER

St John's CE VA First School, Christchurch Street East, Frome, Somerset BA11 1QG

Required from 1st September 2025 or as soon as possible after

This position is offered on a permanent basis

37 hours per week, working weeks 40 per year (termtime plus two weeks)

Salary Range: Somerset Pay Spine grade 12 £27,711 - £31,067 (pro-rata) (pay award pending)

Headteacher: Mrs Teresa Gilbert Age Range 4 – 9 NOR 198 Tel 01373 462251

email: office@stjohnsfrome.co.uk

web: www.stjohnsfrome.co.uk

We are a Church of England first school in the heart of the busy market town of Frome in Somerset. Frome has been named more than once as the Best Place to Live in the Southwest of England in The Sunday Times annual Sunday Times Best Places to Live guide. Frome boasts a vibrant town centre with lots of independent shops and traders and is known for its community spirit and local initiatives such as "The Compassionate Frome" project.

The Headteacher and Governors of St John's First School wish to appoint an efficient and organised School Business Manager. The appointed person will be consultant to the Senior Management of the school having specific responsibility for the professional leadership and strategic direction and comprehensive management of financial, administrative and premises support and related staff in the school to support high standards of teaching, learning and achievement for all pupils within the overall aims of the schools.

We seek candidates who:

- Can contribute to school strategic planning and direction
- Can develop and manage effective administration systems and lead the school's development of its MIS and financial management system, Arbor
- Support our Christian ethos
- Aspire to be the best they can be
- Have the potential and capability to develop themselves professionally

In return we can offer:

- A welcoming school community with a strong values-led ethos
- Experience of working in a caring environment, supporting children and staff to be the best they can be
- A committed and experienced staff team
- Opportunities to develop professionally
- A commitment to developing the school environment to make the best use of the buildings and grounds for the community
- Supportive and committed governors and parents
- A school committed to improvement and embracing change and development into the future

For a full description of the role, see the job description and person specification. We encourage you to get in touch with any questions, and we warmly welcome visits to school.

Application packs can be downloaded from the school website (www.stjohnsfrome.co.uk/vacancies) or requested from the school.

St John's First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be taken up for all shortlisted candidates prior to interview. An Enhanced Disclosure and Barring Service (DBS) check is required for the successful candidate.

Closing Date: 9am on Wednesday 11th June 2025

Interview Date:

Tuesday 17th June 2025