

Enthusiastic and Committed **Business Manager** Wanted!

***Are you looking to work in a supportive and professional environment?
Do you want to belong to a professional learning community, with opportunities for growth,
development and career progression?***

If so.... The Lime Trust is the place for you

The Lime Trust, is recruiting a **trust wide school business manager to join its friendly and hard working team.**

The schools are based in Peterborough and the London Borough of Waltham Forest.

We are looking to appoint a dynamic Business Manager with the passion and commitment to help drive the Lime Trust schools to become outstanding. We want to become our schools to set standards and procedures for others to follow.

We have high expectations and a strong commitment to raising standards. The successful candidate will be a key member of the school management teams, working closely with the Headteachers, enabling the schools to continue on their journeys towards excellence. Our children are delightful, eager to learn and they make Lime Trust schools vibrant and fulfilling places to work.

This is a rare and exciting opportunity for a hardworking, forward thinking and proactive manager to join us on a remarkable journey and contribute to achieving our vision to ensure that all children reach their full potential.

WE CAN OFFER YOU:

- Welcoming schools and a supportive team.
- Modern and attractive environments to work in.
- Enthusiastic, well-behaved pupils who are eager to learn.
- Hardworking, motivated, supportive colleagues and leadership teams
- An unrivalled programme of professional development opportunities
- A competitive salary

WE ARE LOOKING FOR A SCHOOL BUSINESS MANAGER WHO:

- Has a passion and proven track record of improving business functions
- Understands the needs of primary school children and be able to relate to them
- Relish the different pressures on a business manager in school environments
- Has experience of working in a school or similar environment in, management role

- Maximise the school's resources and manage them to maximum efficiency
- Has excellent communication skills, especially in presenting financial information to school leaders and governors
- Is able to inspire and motivate staff to get the best out of them
- Is enthusiastic and keen to progress
- Is committed to school improvement
- Are creative and innovative
- Are able to motivate and inspire colleagues & children alike

JOB INFORMATION

Salary	£30,756 to £34,106
Grade	Peterborough grade 10 (pt 34-38)
Hours	Full time (37 hours per week)
Contract Type	Permanent
Location	School based

The Trust provides a strong culture of collaboration, support and development, together with high expectations for staff and pupils alike. The role will work across Lime Academy Abbotsmede, Larkwood, Parnwell and Watergall.

Further information and application form are included in the attached applicant pack. If you have any questions, please do not hesitate to contact us. Likewise, If you are interested in the position, we are keen to meet you. Visits are warmly welcomed. Please contact us to make an appointment.

Email : Amanda.daoud@limetrust.london

RECRUITMENT TIMETABLE

Application Deadline	Monday 9th July 2018 at 12 noon
Shortlisting	Monday 9 th July 2018 pm
Interviews	Friday 13 th July 2018
Start Date	September 2018

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening, including checks with past employers and an Enhanced Disclosure and Barring Service (DBS check). References will be taken up before appointment