

**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)



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

**Allowances:** Not applicable

**Hours:** 37.5 hours per week, Term Time + 2 weeks = 40 weeks worked

**Contract:** Permanent subject to 6 months probationary period.

**Closing Date:** 24th September 2021

**Interview Date:** week commencing 27<sup>th</sup> September 2021

**Start Date:** As soon as possible

A great opportunity has arisen for an enthusiastic, flexible and committed School Business Manager to join our Leadership Team! This is an exciting time to join Hardwicke Parochial Primary Academy and to be part of the Diocese of Gloucester Academy Trust family (DGAT).

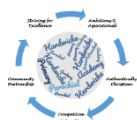
The role of SBM offers an exciting opportunity to be at the heart of operations at this friendly and welcoming school. You will work closely with the Headteacher on the financial and business aspect of running a school. As part of the Diocese of Gloucester Academies Trust, we benefit from support offered from the central team. Here, at the Academy, we have a highly dedicated team of enthusiastic, skilled and supportive staff and an excellent parental and pupil community.

As an experienced SBM, you will know that no one day is ever the same and you will need to be all things to all people. You will have experience in a diverse range of activities which may include finance, human resources or health and safety. You will be an integral part of the running of the office and directly work with a team of three other members of staff.

The post is fulltime (37.5 hours per week) and is term time plus 2 weeks through school holidays. Five inset days which equates to 1 week and the 2nd week to be utilised to accommodate budget setting and Year End.

Visits to meet the Headteacher and Senior Leadership Team are encouraged. Please contact the school directly to organise a visit either via email [head@hardwicke.gloucs.sch.uk](mailto:head@hardwicke.gloucs.sch.uk) or telephone 01452 720538.

Application forms are available on the 'Our School' section of the website (please include a covering letter to accompany the application form) and should be emailed to the headteacher,



Wendy D'Arcy: [head@hardwicke.gloucs.sch.uk](mailto:head@hardwicke.gloucs.sch.uk) by midday on **24th September 2021**.  
Interviews dates week commencing 27<sup>th</sup> September 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.