



Penn Wood Primary and Nursery School
Penn Road, Slough Berkshire, SL2 1PH
Telephone: 01753 521811
Email: enquiries@pennwood.slough.sch.uk



Co-School Business Manager

14 hours a week over 2 days or 18 hours over 3 days – (times and days to be agreed at interview)
term time + INSET days and 1 week
Slough Grade SCP 26 to SCP 35 (£31,400 – £39,839 pro rata)

Required ASAP and from late January onwards

Penn Wood School is seeking to appoint a person experienced at school business management (ideal) or who has highly relevant finance and resources management experience (essential). The successful candidate will partnership work with our current highly qualified and experienced School Business Manager (currently 0.8). You will join our team as a member of our SLT and have experience of working in an educational environment. You will lead jointly on all aspects of finance and school administration but will have specific responsibilities within finance and other areas such as HR recruitment processes and induction , Premises, Sports Premium funding, Health and Safety and data protection.

The school is committed to safeguarding and promoting the welfare of children and you will be subject to an enhanced DBS check.

An application pack is available on our website <http://www.pennwood.slough.sch.uk>

Please send completed forms to enquiries@pennwood.slough.sch.uk

Please call the school on 01753 521811 if an exploratory conversation would be helpful

Interviews will commence upon receipt of suitable applications