



## Dereham Church of England Junior Academy

Headteacher: Mrs K. Scott

Gilpin's Ride, Littlefields, Dereham, Norfolk NR19 1BJ Tel: 01362 693876

Email: [office@derehamjunior.dneat.org](mailto:office@derehamjunior.dneat.org) Web: [www.derehamjunior.dneat.org](http://www.derehamjunior.dneat.org)



Diocese of Norwich  
Education and  
Academies Trust

### Advert for post of School Business Manager

- Term time plus 2 weeks (40 weeks per year)
- 35 hours per week (8.15-4.00pm with 45 minutes for lunch) – all onsite
- Scale H
- Permanent Position
- Integral part of the leadership of the school
- Required after February half term or as soon as possible thereafter.

Are you a current Officer Manager/Secretary or someone with similar experience looking for a new challenge or the next step in your career? If so, we may have the position for you.

Due to the relocation of our current School Business Manager, we are seeking to appoint an excellent practitioner to join our team and continue the great practice already in place.

We are a large Junior School with around 400 children on roll within the market town of Dereham, Norfolk. We have a fantastic and hardworking team of staff, who want the very best for the children and community we serve. We are part of the Diocese of Norwich Education Academies Trust and are well supported by them.

The successful applicant will be responsible for leading and developing the Admin team, MSA's, Cleaners and Caretaker as well as being responsible for the effective financial running of the school, HR matters and Health and Safety. *\*See accompanying Job description for a full list of responsibilities.*

We require some who:

- Has previous office management experience (even if on a smaller scale)
- Has ideally worked within a school setting or has the relevant skills required to undertake the role
- Is able to lead teams effectively, building upon current good practice
- Is able to prioritise work and ensure deadlines are met in a timely manner
- Is highly motivated and able to effectively juggle the varied responsibilities
- Communicates effectively with a range of stakeholders.

This is an exciting role and is one which offers ample opportunity to develop your leadership and management skills. The successful candidate will work collaboratively as part of a hardworking, caring team of staff and Governors. You will be directly line managed by the Headteacher and will work closely with the Senior Leadership Team.

Dereham Church of England Junior Academy is an inclusive academy and put the children at the heart of all we do.

Under normal circumstances we would strongly advise prospective candidates to arrange a visit to see our lovely school in action. However, with the school working very differently due to COVID-19 restrictions,



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this is more of a challenge. In the first instance, please contact the Headteacher (Mrs Kelly Scott) via email – [head@derehamjunior.dneat.org](mailto:head@derehamjunior.dneat.org) to arrange a mutually convenient time to discuss the role.

In the meantime, if you would like to find out more about us, do visit our website which contains a wealth of information.

Closing date: Wednesday 17<sup>th</sup> March 2021

Interview date: Week Beginning 22<sup>nd</sup> March 2021

As this post is affected by the *Childcare (Disqualification) Regulations 2009*, candidates will need to complete a declaration to establish if they are disqualified.

**Please use the DNEAT application form** and, within the application, state how you feel that you meet the job description. Email completed forms to:

Christabel Kiy – School Business Manager – [c.kiy@derehamjunior.dneat.org](mailto:c.kiy@derehamjunior.dneat.org)

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This includes obtaining references and ensuring compliance with the DBS process.