



All Saints Interchurch Academy
County Road, March, Cambridgeshire, PE15 8ND
Headteacher and Accounting Officer: Mr D Pickard

SERVICE	THANKFULNESS	UNDERSTANDING
		
SAFE	HAPPY	LEARNING

Business Manager
Scale: PO2 (£35,411 to £38,296)
25 – 30 hours per week, 39 weeks per annum

The Directors and Accounting Officer of All Saints Interchurch Academy, a Single Academy Trust located in March, Fenland are seeking to appoint an enthusiastic, skilled and resilient Business Manager to support the Accounting Officer in all non-teaching aspects of school life.

The role will work closely with the Trust Board, Interim Chief Finance Officer and Headteacher to ensure that all non-teaching aspects of school life are compliant with appropriate requirements and successfully delivered to a high standard.

Provided that the expectations and outcomes of the role are being successfully fulfilled, the Board is willing to provide flexible working arrangements which could include flexible working days/hours and opportunities to work remotely for the right candidate. Please clearly express any flexible working arrangements that you would like us to consider within your written application.

Applications should include a completed Application Form and a written supporting statement (of no more than 3 sides of A4) which outline your suitability in relation to the requirements of the job description and person specification.

The Board and Accounting Officer are ideally seeking to appoint for this position to commence in January 2024 and are committed to following the recruitment timeline as follows:

- Advert/role live: Friday 10th November
- Closing Date: Wednesday 6th December at MIDDAY
- Shortlisting: Wednesday 6th December
- Selection Process: Wednesday 13th December

For more information about our Academy and this important position, please do not hesitate to contact Mr D Pickard at the school for an informal conversation prior to making your application.

All stakeholders at All Saints Interchurch Academy place the highest priority upon safeguarding. As such, this recruitment process shall comply with Safer Recruitment guidance and Keeping Children Safe in Education 2023. Any successful candidate would be subject to satisfactory references and completion of a Disclosure and Barring Service (DBS) check.