



*'We want every child to be happy, caring and successful.'*

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[www.cedars.milton-keynes.sch.uk](http://www.cedars.milton-keynes.sch.uk)

Headteacher: Mrs Joanne Goldsmith

### **SCHOOL BUSINESS MANAGER**

To commence May 2024  
22.5 hours per week, 40 weeks a year  
£18,852 to £24,045 actual, depending on qualifications or experience

We are seeking to appoint an approachable, well organised, and self-motivated School Business Manager to undertake all aspects of Financial and Human Resource Management.

#### **We are looking for someone who:**

- has experience of working in an educational environment and truly believes every child matters
- has strong financial management skills and knowledge of school finance systems
- has the ability to support the Headteacher with Human Resource Management
- has excellent interpersonal and communication skills

#### **We can offer you:**

- a vibrant, happy and successful school
- children who are eager to learn and are well behaved
- friendly, supportive, motivated and dedicated staff
- a place where you can thrive and grow
- supportive Governors who are committed to continuing professional development

Visits to the school are welcomed and encouraged. If you do not have all the skills and attributes listed, but have a proven track record, we would still like to hear from you.

For further information, please see our website: [www.cedars.milton-keynes.sch.uk](http://www.cedars.milton-keynes.sch.uk) or contact Jade Carter on 01908 610561 or alternatively email: [office@cedars.milton-keynes.sch.uk](mailto:office@cedars.milton-keynes.sch.uk)

**Closing date: Friday 26<sup>th</sup> April 2024, 9:00am**  
**Interviews will take place week beginning 29<sup>th</sup> April 2024**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

*The successful applicant will require an enhanced DBS check.*

*The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment*