

Lakes Academies Trust
Has an opportunity for a
School Business Manager
(Based at Knowles Primary School)

To start ASAP, 37 hours per week, 52 weeks per year
Salary £34,001 - £38,500

We are looking to appoint an experienced professional to work within our Finance/HR team. You will support both schools within the Trust, primarily with finance but the role will also include HR and staff management.

You will have excellent financial management skills, with the ability to prioritise and meet deadlines. A business/accounting qualification is desirable along with proven experience gained within a school environment. We are seeking a dynamic, organised multi tasker with effective communication skills, who is able to work alongside all stakeholders, including governors and senior management. Experience of working with PSF accounting software is desirable but full training will be given.

We can offer you:

- The opportunity to work within an environment where you can make a difference
- A varied position - no two days are the same
- Supportive staff at all levels
- Professional development

Candidates need to be able to demonstrate their own values at interview which match the ethos of our Trust.

Visits to our school are encouraged from applicants, for an application pack, please contact recruitment@lakesacademiestrust.org

Closing date: 28th November mid-day. Interview date: 5th December 2018.

Lakes Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An enhanced DBS is required for this post and references will be sought prior to interview.

[Knowles Primary School, Queensway, Bletchley, Milton Keynes MK2 2HB](#)