



VACANCY

School Business Officer (part time)

Required: ASAP

Salary: Grade 6 SCP 15 - 22 (£27,803 - £31,364) (Pro Rata)

Hours: 21 - 37 hours per week (to be confirmed), Term time only plus 4 weeks.

The Trustees of One Community Trust are looking to recruit a School Business Officer. The successful candidate must be able to work independently as well as part of a team and be flexible enough to meet the operational needs of our Trust. They will work closely with the Trust CFO and Trust Business Managers supporting our schools in their non teaching and learning operations. This role provides the opportunity to work alongside three very experienced business managers to enhance and develop their skillset in all aspects of school business management.

If you have the enthusiasm, commitment and a desire to be an active member of our school business professional team we would welcome your application. We are seeking an organised individual with a can-do approach who will work in a solution focused way to the ever-changing demands of a busy environment.

Our trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicants will be required to apply for an enhanced Disclosure and Barring Service Check. Further details can be found at www.gov.uk/government/organisations/disclosure-and-barring-service.

This position is subject to a disclosure check under the Rehabilitation of Offenders Act 1974.

In return, we can offer you:

- the prospect of joining an exciting, forward thinking Trust with a welcoming and caring ethos
- a wealth of opportunities for professional development
- a highly committed, enthusiastic team who love to laugh

Further details including person specification, job description and application form are available by request to octadmin@onecommunitytrust.co.uk. Completed application forms should be emailed to octadmin@onecommunitytrust.co.uk.

Informal visits to the trust are welcome. Please email Tracy Robinson on cfo@onecommunitytrust.co.uk if you would like to arrange a visit.

Application Deadline: Monday 15th April 2024 9am

Shortlisting : Monday 15th April 2024 midday

Interview : Thursday 18th April 2024

One Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointments are subject to enhanced disclosure from the Disclosure & Barring Service. This post is not available for job share. One Community Trust is an equal opportunities employer.