



Decoy Community Primary School

Deer Park Road, Newton Abbot, Devon TQ12 1DH

Tel: (01626) 353282

Headteacher: Mrs Heather Poustie

admin@decoyschool.co.uk

Required from September 2018 The Governors of Decoy Primary School are seeking to appoint a School Business Manager who will work closely with the Headteacher, staff and governing body leading and managing key areas including finance, administration, personnel, premises, communications and health and safety.

Hours per week : 37

Weeks per annum: 39

The successful candidate will:

- demonstrate strategic thinking, making a significant contribution to the school's continuous improvement
- have excellent communication and interpersonal skills,
- have the ability to work under pressure whilst managing a diverse workload and meet deadlines
- have the key skills to effectively manage and lead a team
- be highly organised, possess excellent IT skills and will ensure best value is achieved in all aspects of your work.

Decoy is a thriving school in Newton Abbot with a talented staff team and a happy and hardworking school community. Applicants are encouraged to visit.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Application form, job description and person specification are available on our website:

www.decoyschool.co.uk

Please send completed application forms to

vacancy@decoyschool.co.uk

Closing date : 30th April 2018

