



Diocese of Guildford
Busbridge CE (Aided) Junior School
Brighton Road, Busbridge
Godalming, Surrey, GU7 1XA
Tel: 01483 417302

Email: admin@busbridge-junior.surrey.sch.uk



Headteacher: Mr Richard Catchpole BSc PGCE NPQH



School Business Manager

Start date 15th April 2024 (or soon thereafter)

Term-time and permanent contract – 30 hours x 42 weeks

(With some flexibility to reduce the weekly hours. We will consider a 4 or 5 day week depending on candidate preference)

Pay scale range: Surrey Pay PS9 £38,746 to £42,053 full-time equivalent

Pro-rata £29,914 to £32,467

Our vision is to be a school that reflects the love of Christ: cherishing each other as unique individuals and challenging all to achieve and succeed.

We are a happy, high achieving and popular junior school located close to the Surrey Hills Outstanding Area of Natural Beauty. Come and be part of a friendly and dedicated team of staff on our exciting journey.

An exciting and rewarding opportunity has arisen at our very popular and successful school.

We are seeking to appoint a highly motivated, organised and enthusiastic individual to join our supportive school team as our School Business Manager.

This is a key senior leadership role which involves working closely with our Headteacher and Governing Body. The attached job description outlines the main aspects of the role.

Visits to our school are warmly welcomed and strongly encouraged.

Please contact our school office to arrange a visit or request an application pack on 01483 417302 or by email to admin@busbridge-junior.surrey.sch.uk.

For further information please visit our school website:

www.busbridge-junior.surrey.sch.uk.

Applications should be made using the form which you can download from the eTeach website or directly from our school website. Applications by CV alone will not be accepted.

Closing date: Tuesday 19 March, 12 noon

Interviews: Monday 25th March 2024 (morning)

Please note that all applications will be considered upon receipt and interviews may take place prior to closing date, therefore an early application is recommended.

References will be taken up prior to interview and the successful applicant will be subject to an enhanced Disclosure & Barring Service check.

Busbridge CE Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.