



Business Manager – Epsom Cluster (Aurio Junior School/West Ewell Primary School)
£27-£39k, 36 hours per week/52 week per year preferred

The Bourne Education Trust (BET) is a growing Surrey/Hampshire based multi academy trust. Due to internal opportunities for existing staff, BET is looking to appoint a Business Manager to provide strategic and operational leadership support for two primary schools within the Epsom cluster.

BET has extremely high aspirations and expectations for our staff and students alike and our mission is to provide a world class education for each individual student. The successful candidate will be able to work well as part of our team, have excellent communication and interpersonal skills, be highly organised and have the ability to meet tight deadlines. Previous experience working within financial regulations is essential and knowledge of PS Financials would be desirable.

Interested candidates should complete an application form, which can be downloaded from our website along with the relevant job descriptions <https://www.bourne.education/391/current-vacancies>. Please note that CVs will not be accepted.

Completed application forms should be emailed to vacancies@bourne.education

The closing date for applications is **12.00 noon on Friday, 23rd August, 2019**
Interview date will be **Thursday, 5th September, 2019**

The Bourne Education Trust is committed to safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.