

**OXON CHURCH OF ENGLAND PRIMARY SCHOOL**

Racecourse Lane
Bicton Heath
Shrewsbury
SY3 5BJ

Tel: 01743 351948

E-Mail: admin@oxon.shropshire.sch.uk

Website: www.oxon.shropshire.sch.uk

Oxon is a large primary school with approximately 420 children on roll. It is situated on the western side of Shrewsbury in an area that has seen a considerable number of new houses built in the last thirty years. Over that time the school has grown from two classes to fourteen classes.

School Business Manager (Primary Level 1) Grade 9 (SCP 23-25)**37 hours per week****Term Time Plus 3 Weeks****Permanent****Required 01/09/2024**

The school is recruiting for a Business Manager to join our successful school. The role would include managing three other members of the administration team.

The school has some flexibility with the number of additional weeks included in this advert and the headteacher is very happy to discuss this. The school also has some flexibility on the grading of this post dependent on the experience of candidates.

A willingness to undertake a first aid qualification is an important requirement for this post.

Full details about the school can be found on our website www.oxon.shropshire.sch.uk.

TIMETABLE FOR APPLICATIONS**Visits to School:**

- Tuesday 19th March – 1.30pm
- Tuesday 19th March – 4.00pm

Closing date: Monday 8th April – 10.00am

Shortlisting date: Wednesday 10th April

Interview date: Monday 15th April

To apply for the job, please visit our school website (using the link below) to find recruitment information and an application form.

<https://www.oxon.shropshire.sch.uk/page/?title=Current+Vacancies&pid=163>

Please send completed application forms directly to the school by email, hand delivered or post by the closing date and time.

If you have not been contacted by the date of the interview, then please assume that your application has been unsuccessful on this occasion.