

The Heights Primary School

The Heights Primary is an outstanding school situated in the Caversham Heights community. The school has 350 pupils from Reception to Year 6.



We are looking for a flexible and self motivated individual with strong relevant experience for the following key role:

School Business Manager

Full time (37.5 hours per week), term time plus 6 weeks in the school holidays (0.96 FTE)

Do you have:

- A proven track record of effective school financial management.
- A proactive approach to problem solving and overcoming challenges.
- The ability to work well in a small team.
- Knowledge and experience of school management systems.

We can offer:

- A challenging opportunity to be involved in the future development of the school now that it is on its permanent site.
- A motivational Headteacher and supportive Governing Body who will support your professional development.
- Engaged and supportive parents who want the best for their children.

Please visit the vacancies section of our website for full details and an application form. We strongly recommend a visit to the school.

Applications will be considered on receipt and suitable candidates will then be invited to interview.

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish'.

Headteacher:	Mrs Karen Edwards
Address:	129 Upper Woodcote Road, Caversham, Reading, RG4 7LB
Phone number:	0118 357 0123
E-mail:	recruitment@theheightsprimary.co.uk
Website:	www.theheightsprimary.co.uk

The Heights is fully committed to safeguarding and promoting the welfare of children and young people. All the above posts are subject to an enhanced DBS check.