



## Thomas Adams School

Low Hill, Wem  
Shropshire, SY4 5UB  
01939 237 000

[www.thomasadams.net](http://www.thomasadams.net)

The  
**3-18**  
Education  
Trust

## SCHOOL BUSINESS MANAGER

**PO7 47- 49**

**£53,704 to £55,654 p.a.**

**Full Time, Permanent**

Applications are invited for the position of School Business Manager at the Thomas Adams School. Reporting to the Headteacher, this is a rare opportunity to join the school at an exciting time in its development. This strategic role has operational responsibility for HR, finance, IT, premises and health & safety, ensuring the school runs smoothly and is compliant with all legislation

The successful candidate will:

- be collaborative, collegiate and hard-working
- work closely with colleagues to identify and embed processes and drive operational improvements across a variety of functional areas
- have a positive, can-do attitude to work, with an eye for detail

If you are seeking a challenging and highly rewarding position enriching the lives of students and the school community, we look forward to hearing from you.

Full details of the post can be found in the Applicant Information Pack available on the school website <https://www.thomasadams.net/vacancies/>

**Closing date for applications: 9am on Monday March 27<sup>th</sup> 2023**

**Interviews will take place on Wednesday March 29<sup>th</sup> 2023**

Thomas Adams School, is part of The 3-18 Education Trust, a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies which can be found on the school website. Successful candidates will be subject to an enhanced DBS check and satisfactory references.

