



School Business Officer

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| Post: | School Business Officer |
| Grade: | Level 2 SCP 15 – 22 (<i>dependant on experience</i>) Starting salary £14,486.77 per annum, pro rata (FTE £23,541) |
| Location: | Pilgrim Pathways School, Fulbourn, Cambridge. |
| Start Date: | As soon as possible. |
| Hours: | Full time, 5 days per week. Term time only |
| Contract: | Permanent |
| Reports to: | Headteacher |

Pilgrim Pathways School is an Outstanding alternative provision, educating children and young people across four hospital centres based in Fulbourn and Addenbrooke's Hospital.

As a small school, we are looking for a forward thinking, creative and enthusiastic individual to join our extended leadership team in this varied and unique role. We are looking for a keen individual who is committed to developing and driving the business functions of the school, along with supporting the strategic goals as the school plans for its move to the new Cambridge Children's Hospital in 2027.

- Are you looking for a new challenge in a role that makes a difference?
- Do you want to join a small team at a really exciting time in their journey?
- Do you want the opportunity to really put your stamp on a role?

We are looking for someone who is well organised, able to work independently and, at times, in isolation, and is highly motivated with a desire to help improve education services for all children. You should be able to work under pressure with an ability to prioritise, demonstrate continued initiative to problem solving, manage your own workload and be organised. The candidate must have excellent interpersonal skills and be proactive in reaching out to maintain these, combined with the ability to represent the service in a positive and professional manner, including communicating with a wide range of internal and external stakeholders.

Pilgrim Pathways School is currently going through some very exciting developments - including a recent name change (formally Pilgrim PRU), new branding and recruitment of a number of new positions. This is a very exciting time for our dynamic and unique school, and for you to join us on our continued journey of delivering excellence in hospital and SEND education.

To be successful in this role you must be reliable, professional, independent, and have a friendly approach to help you get on with people at all levels. You will be keen to learn, be a forward thinker and have the ability to take a hands-on approach to developing the role and the functions within it.

Candidates will need to have a strong understanding of budget management and HR processes, ideally within the context of a Local Authority model, and must be willing to undertake CPD. Previous school experience is desirable but not essential.

The successful candidate will be joining our team of passionate, skilled and friendly practitioners who are committed to providing high quality learning opportunities to young people during their time at the Pilgrim Pathways School.

We offer all our staff

- An opportunity to work in a unique educational setting;
- A chance to work within a multi-disciplinary team;
- A learning community with a strong commitment to CPD;
- A dedicated and supportive staff team;
- A committed and supportive management committee.

Should you have any questions or wish to discuss the role further, applicants are welcome contact our Head Teacher, Nadine Gooding-Hébert, via email: head@pilgrim.cambs.sch.uk

Pilgrim Pathways School is committed to safeguarding and promoting the welfare of children and all successful candidates will be expected to have a DBS and other relevant employment checks prior to starting. CVs not accepted.

Closing Date: 5pm Thursday 19th May 2022

Interviews: Week commencing Monday 23rd May 2022