



Penryn
College

"Achieving through Challenge"

Dear Applicant

School Business Manager

Thank you for your interest in this important role at Penryn College. We are looking for a well-qualified, dynamic and experienced professional to join the Senior Leadership Team. The successful applicant will hold the position of Chief Finance Officer, be responsible for ensuring sound and appropriate financial governance arrangements are in place as well as a wider responsibility for the Business and Operational functions of the school. These include Facilities and Premises Management, Health and Safety, ICT, Legal, Data Protection and School Administration including communication systems, with a team of middle leaders.

This role demands a unique combination of strategic thinking and people management skills. Key to your success will be significant experience of working in a school or educational setting, strong management and financial experience, outstanding communication skills and the ability to lead areas of the school's strategic development. We understand there will be areas you are more qualified in than others but we will provide full training for this post.

Penryn College is a lively thriving Academy which caters for 1149 11-16 pupils in a modern building. We pride ourselves on offering the very best for our students so that when they leave us, they are confident and capable young people who are prepared to give something back to society.

You are very welcome to visit the school as we enjoy having people in to see our superb facilities and get a feel for the College. For an informal discussion please contact the Headteacher on 01326 372379.

This appointment is a full-time, all year round post, on a Grade M, with a salary range from £43,900 - £ 52,664. This could be increased to a Grade N depending on experience and qualifications.

Hours will be busiest during term-time, with the ability to work a reduced week during the school holidays.

This school is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form.

Further details and an application pack can be found on the school website at www.penryn-college.cornwall.sch.uk/the-school/vacancies/

The closing date for application forms is Monday 4th October at 9am. Interviews will take place week commencing 11th October.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to HR Office, Penryn College, Kernick Road, Penryn, Cornwall, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly
HR Officer



Head Teacher: Paul Walker

Penryn College, Kernick Road, Penryn, Cornwall TR10 8PZ

T: 01326 372379 F: 01326 373194 e: secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

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