



## EDUCATION SERVICES

### Ysgol Dyffryn Conwy Area Cluster

#### **SECONDMENT ARRANGEMENT or a TEMPORARY CONTRACT With the possibility of 1 full time permanent post from 1st of April 2022.**

Applicants considering a secondment should ensure the permission of their Line Manager/Headteacher/Governing Body before applying.

To start on 01/05/2021 – 31 March 2022.

#### **1 x FULL TIME BUSINESS MANAGER POST - PRIMARY SCHOOLS CLUSTER 1 x PART TIME BUSINESS MANAGER POST - PRIMARY SCHOOLS CLUSTER**

**Hours:** Full time post – 37 hours per week – term time only + 5 training days

Part time post – 22.5 hours a week – term time only + 3 training days

**Salary:** NJC Scale G08 PT 30 – 33 (Pro Rata)

The Authority has been successful in securing a small and rural schools grant for a further year and wish to appoint two Business Managers to work in the Dyffryn Conwy cluster to support the catchment's 16 primary schools.

The successful applicant will be responsible to the Ysgol Dyffryn Conwy Business Manager. Previous experience of administration as well as the ability to communicate effectively through the medium of Welsh and English, both verbally and in writing is essential for these posts. Budgeting and / or HR experience / knowledge is desirable.

When Covid regulations allow this, the successful applicant will be expected to travel from the 'Hub' in Ysgol Dyffryn Conwy to specific schools (no travelling costs).

Due to the nature of the post the successful candidate will be subject to a disclosure by the Disclosure and Barring Service.

Conwy is committed to safeguarding - qualifications and references will be verified.

Applicants are welcome to contact Mrs Delyth Williams, Business Manager Ysgol Dyffryn Conwy on 01492 642865 to discuss the post further.

**To apply for this vacancy, please visit [www.conwy.gov.uk/jobs](http://www.conwy.gov.uk/jobs) to apply online.  
Please note the authority no longer issues application forms and does not accept CVs.**

**Closing date: Midnight, Thursday 18<sup>th</sup> March 2021**

If you have not received an interview invitation within three weeks of the closing date, you must assume that you have not been short listed for interview. You will not be informed of this in writing.

Conwy is committed to equality of opportunity and we welcome applications from all sections of our community. All disabled applicants who meet the essential job requirements will be guaranteed an interview.