



Start date: as soon as possible

School Business Manager

Primary Business Manager L1: Grade 9: SCP 23-25

Permanent Contract

30 hours per week – 8.30am-12 noon, 1.00pm-3.30pm Monday to Friday, term-time plus 5 PD days and 1 week in school summer holidays.

Sheriffhales Primary School is a school which places children at the centre of everything we do. The school is committed to raising standards and ensuring that our children achieve their full potential and are well-rounded individuals. Children are at the centre of our thinking. We work together as a team and are always commended on the friendliness of our school. We are passionate about the outcomes for our children and strive to provide outstanding opportunities for all children.

The Business Manager role is a valuable resource in ensuring that the school runs smoothly on a day-to-day basis and we develop and move forward to achieve high standards at all times.

We are looking to appoint a School Business Manager who will take a strategic lead in all matters of our much-loved school. We have experienced a period of change in the office environment, and we are looking for someone to provide us with stability and support.

The hours of work will be 30 hours per week and will be term time plus 5 PD days and 1 week to be used to undertake strategic work in school summer holidays (this can be negotiated as to when).

Our Business Manager will support the Senior Leadership Team and will be responsible for all aspects of finance, premises, health and safety, and personnel; supporting the Headteacher with organisation and coordination of all support staff, including the Administrative Assistant, Teaching Assistants, Lunchtime Supervisory Assistants, Breakfast Club and After School Club, Caretaker, Cleaner and estate management and as such, experience of working within a school is essential.

Our school has an excellent reputation in the community, and we are keen to ensure that this continues to grow. We therefore want our Business Manager to be personable, efficient, calm, enthusiastic, supportive, and positive. Most of all, you need to work well as part of a team and want the best for the school. You will need to be able to communicate effectively at all levels and demonstrate a high degree of self-motivation and innovation, as well as being able to multi-task under pressure. The Business Manager will work closely with the Headteacher, supporting her and working strategically with the Senior Leadership Team.

Our school has undergone some exciting changes recently with more planned for the future, including the opening of our very first pre-school nursery with which you will be heavily involved in its set up and administration.

We are known to be a school with a strong family ethos and also put great emphasis on quality and standards. We have high expectations of all staff who work within our team and would expect that the right person for this post would share our desire to be the best. In return for 100% commitment, we can offer supportive families, delightful children, and an extremely friendly and supportive staff team of staff and governors.

Sheriffhales Primary School is committed to recruiting with care and safeguarding and promoting the welfare of children and young people; we expect all staff to share this commitment. This appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. A disclosure notification must be completed prior to the interview process and returned to school.

Further information about the school can be found on our website (undergoing refurbishment!) www.sheriffhalesprimary.co.uk

We would actively encourage candidates to arrange a personal visit to the school – please contact the school office on 01952 460204 to make an appointment.

Closing Date: **Friday 29th September 2023**

Interview Date: **Tuesday 10th October 2023**