

**ROLE:** School Business Manager

**SCHOOL:** Bearwood Primary and Nursery School

**HOURS:** 30 hours / 41 weeks

**SALARY:** GRADE J: £24,660 – £26,830 ACTUAL

**CLOSING DATE:** Wednesday 28<sup>th</sup> November 2018

**INTERVIEW DATE:** Week commencing Tuesday 11<sup>th</sup> December 2018

**START DATE:** Monday 7th January 2018

**JOB/PERSON SUMMARY:**

We are looking to appoint an experienced, reliable, flexible and enthusiastic candidate who is able to give strategic vision and leadership to all aspects of the school's budget, finance and premises and be responsible for the line management of the support services of the school.

**WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO: -**

- Will lead, operate, maintain and develop the financial procedures and systems of the school, reporting to the Leadership Group and governors, while also ensuring that legal and safety requirements with regard to people and property and the function of the school are maintained.
- Will be responsible for the school site and its buildings: their maintenance, development and efficient use.
- Can take a lead in the administration of personnel and payroll information
- Will be responsible for the safe recruitment procedures in the school
- Has experience of running an administration department
- Can function as line manager for all associated staff.
- Will be a member of the senior leadership of the school.
- Can ensure that the school is fully prepared to meet OFSTED financial criteria.
- Will liaise with all relevant outside agencies and contacts in relation to all aspects of the management of the school.

**WE CAN OFFER YOU:**

- A friendly and supportive environment where children are at the centre of all that we do
- Opportunities to work with colleagues across the Trust and within our local partnership
  - A collaborative working environment
  - A leadership team who value work-life balance

**Visits to the school prior to interview are encouraged**

**APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.hamwic.org](http://www.hamwic.org) or on the school website <http://www.bearwood.poole.sch.uk> and return to Laura Bennett - [l.bennett@bearwood.poole.sch.uk](mailto:l.bennett@bearwood.poole.sch.uk)

## **THE HILLARY TRUST**

The Hillary Trust is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ ***outstanding*** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**