

**ROLE:** Business Manager

**SCHOOL:** Lytchett Matravers Primary School (LMPS)

**HOURS:** 28.5 hours a week to include Wednesday to Friday 8.30am – 4.30pm.  
Term Time only.

**SALARY:** Grade 11 - £31,371 - £36,876 (fte)  
£21,155 - £24,867 actual salary.

**CLOSING DATE:** 13<sup>th</sup> September 2019

**INTERVIEW DATE:** 23<sup>rd</sup> September 2019

**START DATE:** ASAP (Subject to negotiation and completion of pre-employment checks)

**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 finance, HR and premises and be responsible for the line management of the support services of the school, as directed by the Head Teacher. Previous applicants need not apply.

**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, in time, 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, as directed by the Head Teacher.
- 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:**

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- A tax efficient childcare scheme through salary sacrifice

- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Sodexo and Portsmouth payroll
- Free confidential telephone and face to face counselling for staff and family members

#### **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) and return to Mrs Robbins at office@lmpsdorset.co.uk. Visits to the school are warmly welcomed.

#### **THE HILLARY PARTNERSHIP**

The Hillary Partnership 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.**