



BUSINESS MANAGER – REQUIRED JANUARY 2022

Grade M
Point 42 to 47 (£43,684 - £49,765 Actual)
37 hours per week / 43 weeks per year

We are seeking to appoint a highly skilled, ambitious and self-motivated candidate to join our Senior Leadership Team as Business Manager.

The successful candidate will be a strong manager, who is organised and resilient and will relish the opportunity of making a significant contribution to our success. As a priority, they will have a proven track record in excellent financial control and management. Allied to this will be their ability to provide sound financial commercial advice to the Principal to ensure that the College fully utilises its asset base to generate additional income. Experience of personnel management would also be favourably considered as will experience of working within the education sector.

In turn, the successful candidate will find a working environment that is positive, purposeful and supportive, with a strong team of staff who are highly committed to raising student achievement.

This is a permanent post, with the hours of work being broadly 8.30 am – 4.30 pm Monday to Thursday, and 8.30 am – 4.00 pm on a Friday (including an unpaid 30-minute break). The responsibilities of this role mean that there will be planned occasions where out of hours' duties will arise and the post-holder will be expected to attend.

The ability to work flexibly both on-site and remotely would be considered.

The contract would require 5 weeks per year to be worked out of term time, including some time during the Easter and Summer holiday periods.

For an application form and further details please contact Ms Ridley, Principal's PA, on 01536 720310 or email vacancies@latimer.org.uk.

Please note we do not accept CVs as part of our application process.

If you wish to arrange a visit to the College please contact Ms Ridley, Principal's PA, on 01536 720310 or email vacancies@latimer.org.uk.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

The Latimer Arts College values the diversity of our workforce and welcomes applications from all sectors of the community.

Closing date for applications: Wednesday 8 December 2021

Interview date: week commencing 13 December 2021