



School Business Manager

Full-time Permanent Role

(part-time may be available for the right candidate)

Grade 12, points 35 - 38 (£46,142 - £49,283) or Grade 13, points 39 - 42 (£50,269 - £53,460) depending on experience

We are looking to appoint an enthusiastic and self-motivated School Business Manager for this key role, leading on all aspects of finance, HR, IT and premises management. You will have excellent leadership and organisational skills as well as the ability to relate to and build trust with a variety of stakeholders.

The successful applicant will be a member of the Senior Leadership Team, helping drive our school forward to further success, making a difference to the education and opportunities of our students every day.

This is a full-time, permanent position but could be offered on a part-time basis depending on the needs of the school and the skills and experience of the appointed candidate. We would require a part-time person to work for a minimum of 32 hours per week.

The successful candidate will also need to:

- have extensive school based experience
- have a proven track record of effective financial management
- have the ability to work using their own initiative, prioritising and meeting deadlines
- have experience of leading and managing a team
- have knowledge of current health and safety law
- have experience of payroll and HR management
- report to the Head Teacher and Trustees and be able to support the school in meeting all statutory requirements

Ideally have relevant school experience and knowledge of school management procedures and/or have experience of managing infra-structure development projects

In return we can offer you:

- a warm, supportive and vibrant school community
- support of a strong Board of Trustees and Senior Leadership Team
- further training and support with your career advancement.

For further information including please see the vacancies page on our website:

<https://langtreeschool.com/vacancies/> or contact Mary Taylor Lane mtaylorlane@langtreeschool.com. Visits to Langtree are welcome please contact Mary Taylor-Lane

Applications will only be accepted on a fully completed Langtree School application form.

Langtree School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, in line with Langtree School's Safer Recruitment Policy, an enhanced DBS disclosure is required for this post.

Please apply to the Headteacher via Mary Taylor Lane at the above email address.

Closing date: Midday on Monday 18th May, however, applications will be considered upon receipt.