



## School Business Manager

<b>Contract:</b>	<b>Full time, permanent position.</b>
<b>Hours:</b>	<b>37 hours (Term Time Only + 10 days)</b>
<b>Salary:</b>	<b>P03 (points 32 – 35 pro-rata)</b>
<b>Actual salary:</b>	<b>£36,792 (point 32) - £39,971 (point 35)</b>
<b>Required:</b>	<b>As soon as possible</b>

Are you an experienced School Business Manager, looking for your next challenge?

Asquith Primary is a friendly, inclusive and fast paced school. You'll be working with a dedicated staff team that all have great ambition for our school community. We provide a caring and stimulating learning environment, enabling all our pupils to thrive, learn and enjoy their time at school. We have extremely high standards and expect all members of the school community to share these to provide our children with the very best care, education, and support. For the right leader, this is an exciting opportunity to continue the journey of Asquith Primary School.

We are looking to recruit a well-qualified School Business Manager with relevant experience and qualifications in financial management, health and safety, human resources, compliance and administration.

The role would suit someone who has experience of working as a School Business Manager in another school, or who can demonstrate how their experience and skills can transfer to our school environment.

The successful candidate will be a member of the Senior Leadership Team, supporting the Headteacher in achieving the school's development priorities and helping to develop the school's strategic direction by providing another perspective.

### **We are looking for someone who is:**

- Highly motivated, forward looking and aspirational, with a can-do attitude.
- Conscientious and who has a reliable work ethic.
- Able to work on their own initiative.
- A hardworking, resilient, and flexible individual who is used to leading teams.
- Able to work with high levels of integrity, discretion, and confidentiality.
- Able to lead and plan with agility and a long-term perspective.

### **We need someone who has:**

- Experience of undertaking a School Business Manager role in the education sector.
- Experience of working in a busy client facing office environment, handling a large variety of activities.
- Prior experience of working in school administration will be beneficial.

Visits to the school are very much encouraged. To book an appointment please speak to the school office on 0113 307 5550 or by emailing [recruitment@asquithprimary.org](mailto:recruitment@asquithprimary.org)

Application packs can be downloaded from our website here: [www.asquithprimary.leeds.sch.uk/our-school/vacancies](http://www.asquithprimary.leeds.sch.uk/our-school/vacancies)



**Closing date:** Monday 3<sup>rd</sup> February, 2025 at 9am

**Interviews:** Tuesday 11<sup>th</sup> February, 2025

Please send completed application forms by email to [recruitment@asquithprimary.org](mailto:recruitment@asquithprimary.org)

*We look forward to hearing from you!*

Please note, we may choose to interview suitable candidates before the final closing date so early applications are encouraged; we reserve the right to appoint a suitable candidate on receipt of their application and a successful interview. Submissions from agencies or by CV will not be accepted.

Asquith Primary is committed to safeguarding and promoting the wellbeing of all children. We expect our staff and volunteers to share this commitment.

Our safer recruitment processes mean that the safety and welfare of the child is paramount at every stage of the process and therefore we adopt rigorous scrutiny in our pre-employment checking. Applicants must be willing to undergo relevant suitability checks in accordance with Keeping Children Safe in Education Statutory Guidance, including Identity, Right to Work, Qualifications, & Prohibition checks, alongside an online search, two References (which will be taken up prior to interview) and for the successful candidate, an Enhanced Disclosure and Barring Service (DBS) check.

As part of your application, you will need to provide full details of your employment since leaving secondary education, starting with your current or most recent employment first and then by working backwards, including reasons for leaving. Please also include any periods of voluntary work and/or training, providing reasons for any periods not in employment, education or training.