



RESPECT *
COLLABORATE *
GROW *

DORNEY SCHOOL

Ofsted rated 'Good' School Business Manager

Start date – as soon as possible
Term time only including INSET days
30 hrs per week for 39 weeks per year

Bucks Pay Range 6 - point 31 to 35 depending on experience

Salary Full Time Equivalent is £36,495 to £39,876, pro rate to 30hrs per week (TTO + INSET days) actual salary between £24,742 to £27,035

Required as soon as possible

Dorney School is a small, friendly, busy school near Slough and Maidenhead. We are seeking to appoint a committed, proactive and flexible team player to take on the strategic development and management of the school's finance, administration, human resources, IT, Health and Safety, premises and data protection functions.

The successful candidate will:

- Have a proven track record of excellent financial management and administrative services
- Lead and manage the school's finances, including day to day financial tasks
- Lead data protection
- Manage HR within the school, including the single central record, payroll submissions and recruitment
- Oversee Health and Safety Compliance / Site maintenance & development.
- Advise SLT, Governors and Trustees on all financial, premises and HR matters
- Line manage office and premises staff, including appraisals
- Have excellent communication, numeracy/literacy, IT and organisational skills
- Work independently, prioritise and meet deadlines
- Involve themselves fully in the life of our school and make a real difference

Our unique school offers you:

- Positive children who are keen to learn and are highly aspirational
- Supportive staff team
- Supportive and active parents
- Opportunities for professional development and training as relevant..

Please visit the school website for further information and an application form together with the applicant privacy notice.

We welcome visits to the school, if you would like a visit please contact the school office to arrange, alternative we are happy to discuss any questions you may have by phone, please contact the school office on 01628 620871.

Application forms should be emailed to office@dorneyschool.co.uk



Closing date: Application will be considered as received

Interview date: Date to be confirmed post short listing

Dorney School, Harcourt Close, Dorney Reach, Maidenhead, SL6 0DY

Tel: 01628 620871

E-mail: office@dorneyschool.co.uk Website: www.dorneyschool.co.uk

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race. As part of the Beeches Learning Development Trust, Dorney school is committed to safeguarding & promoting the welfare of its pupils & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.