

School Business Manager

Full time, Permanent (term-time, plus 4 weeks)
Band A, Points 23 – 28

The role of school business manager is widely recognised as being an integral part of helping schools make better use of their resources and facilities, enabling headteachers and other leaders to focus on leading teaching and learning.

At Lantern Lane we have an exciting opportunity to recruit a dynamic and well-qualified individual to the post of school Business Manager. This post is an ideal opportunity to further develop your school business skills in our large, friendly and supportive Primary School. The Governors are searching for someone who thrives on school improvement and can encourage and support others.

You will be an experienced School Business Manager, or a person whose background, experience and training would enable you to fill this busy and diverse role. As a School Business Manager, you will utilise your specialist skills to lead and manage all aspects of the business side of school life with responsibilities for finance and resources, premises, Health and Safety, HR and administrative functions. You will be responsible to the Headteacher for:

- the effective management of school finance to drive school improvement and achieve the strategic aims of the school
- the effective management of personnel and premises matters
- ensuring a safe and compliant working environment
- the leadership and management of an effective admin function
- ensuring school resources and facilities are used efficiently
- supporting the school leadership team and the governing body
- liaising with the IT network manager to ensure effective IT infrastructure for the school
- the positive promotion of the school

We are looking for someone with:

- excellent levels of numeracy and literacy skills
- initiative and drive
- innovative and creative skills
- outstanding organisational skills
- the ability to manage a team
- excellent communication and interpersonal skills
- excellent computer skills including Word, Excel, Publisher and Powerpoint and the ability to operate FMS, SIMS, BMS and associated finance and payroll systems

Visits to the school are warmly welcomed. Please telephone the school office on 01509 820112, or email office@lanternlane.notts.sch.uk to arrange a visit and for an application pack.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

All posts are subject to an enhanced Disclosure and Barring Service check. All posts in school, unless stated otherwise, are suitable for a job share arrangement.

We welcome applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts within our school.

Application deadline is Monday, 1 November 2021 at 10 am
Interviews will take place w/c 8 November 2021