

Job title: School Business Manager

Location: Lickey Hills Primary School and Nursery

Salary: P01-P02 (£37,938 – £44,711 FTE)

Contract: Permanent, 37 hours per week, Term Time + 2 weeks

Are you a Business Manager committed to improving the lives of pupils within Education?

We are looking for a Business Manager to join Lickey Hills Primary School and Nursery.

About the role

As School Business Manager, you will play a crucial role in the effective management and administration of the school's financial and operational functions. The position involves overseeing budgeting, financial planning and resource allocation to ensure the school's financial health. The School Business Manager will support and ensure compliance with relevant regulations and policies. Additionally, they work closely with the school leadership team to support strategic planning and contribute to the overall success of the school.

Key Responsibilities:

- Manage the school's finances, including budget preparation, detailed monitoring, grant applications, and providing financial reports to the Governing Body.
- Oversee personnel matters, including recruitment, performance management, and maintaining accurate records.
- Ensure effective management of school facilities, Health and Safety compliance, and risk management.
- Lead the office team and non-class-based support staff, including caretaking and cleaning staff.
- Manage the school's MIS and ICT infrastructure, ensuring efficient administrative and technical support.
- Provide strategic advice and recommendations to the Headteacher on all operational matters.
- Promote and safeguard the welfare of children and young people within the school.
- Maintain the school inventory and ensure adherence to Health and Safety regulations.

Who are we looking for?

- Proven experience in school business management or a similar leadership role in education.
- A qualification in finance or school business management (CSBM, DSBM, or equivalent) is essential.
- Strong knowledge of school systems such as Arbor, E5, SCR Tracker etc.
- Expertise in financial management, budget planning, and compliance with education finance regulations.

- Strong leadership skills, with the ability to motivate and inspire teams to achieve shared goals.
- Exceptional organisational skills and attention to detail.
- Excellent interpersonal and communication skills, with the ability to build positive relationships with all stakeholders.

The School:

- A vibrant, two-form entry primary school with over 350 pupils, including a Nursery and a 20-place Speech and Language Resource Base.
- A modern school with excellent facilities, parking available onsite, and close to public transport links.
- An inclusive and supportive environment with a committed team dedicated to helping children achieve their full potential.
- A very supportive senior leadership team that values innovation, professional development, and fostering a caring and welcoming community.

We place the outcomes of the pupils and vulnerable young adults in our services at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

We are committed to safeguarding and promoting the welfare of pupils and young people. All applicants will be subject to social media checks and successful applicants to a fully enhanced DBS.

If you have the drive, ambition and energy to be part of an inclusive and dynamic team please email our School Business Manager, Benjamin Dillon (bd122@lickeyhills.worcs.sch.uk) to request an application form.

Application closing date: Monday 13th January 2024

Interview dates: Friday 17th January

Start date: As soon as possible