****

**Post:** School Business Manager

**Location:** West Earlham Infant and Nursery School

**Hours:** 25 hours per week, term time + 2 weeks

**Salary:** NJC Scale point 23-25

**Contract:** Temporary- Maternity Cover

**Closing Date:** 12 noon Monday 22nd February 2021

**Date required:** From 7th June 2021

**About the Role**

This is an exciting opportunity for a hardworking and forward thinking School Business Manager to join the friendly, yet dynamic team at West Earlham Infant and Nursery School on a fixed term contract to cover the maternity leave of the current post holder.

We are seeking an experienced School Business Manager who is keen to meet new challenges and drive improvements through strategic planning and leadership in all aspects of school business management. The position of School Business Manager is wide and varied and therefore requires an individual who can embrace the complexity of this role and who can hit the ground running in order to enhance the effectiveness and achievements of the school.

Key responsibilities of this role will include the leadership of Finance, HR, Premises, ICT and Administration together with line management of the office staff, MSAs, Cleaners and Care Taker.

You will need to have experience in leading and motivating teams and a strong understanding of business.

The successful candidate will be:

• A strategic thinker

• Be self-motivated, organised and have the ability to work autonomously

• Experienced at school business, finance and resources management

• Skilled at managing systems and people

• Able to think creatively and problem-solve

• Innovative in using new technology to enhance efficiency and effectiveness

• Excited by the prospect of this role

We can offer:

* A highly supportive staff team
* A commitment to your professional development
* The opportunity to work within a welcoming and highly motivated environment

We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education.

If the idea of this role excites you and you have the right qualifications and experience, we look forward to hearing from you.

**How to Apply**

Applicants should access more information about our school via our website [www.weins.co.uk](http://www.weins.co.uk)

Unfortunately due to current national lockdown restrictions we are unable to facilitate visits to the school. However, candidates are encouraged to take a Virtual tour of the school via <http://www.weins.co.uk/reception-360-virtual-tour/>

For further details on the role or for an informal discussion please call Mrs Sarah Mardell (Head Teacher) on 01603 451299.

You can find an application form by clicking on the orange “Apply for Job” button.

Please return your application to us via email to [office@westearlhaminfant.norfolk.sch.uk](mailto:office@westearlhaminfant.norfolk.sch.uk) or by post to the school address.

**Interviews to be held on: Thursday 25th February 2021**

If you would like to apply but know that due to exceptional circumstance you are unable to attend on this date, please contact the school to discuss.

'Successful candidates will be required to be DBS checked, comply with the Child Protection policy and procedures of the school and Norfolk Children’s Services. This school is very strongly committed to safeguarding and promoting the welfare of children and young people and **actively works to prevent extremism and radicalisation**. We expect all staff and volunteers to share and promote this commitment'.

“This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.”

**Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out before the post begins.**

**This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations**