



North Wheatley Primary School

Sturton Road, South Wheatley
Retford, Notts, DN22 9DH
Tel: 01427 880409

Email: office@northwheatley.notts.sch.uk

Website: <https://www.northwheatleyprimary.net/>

Headteacher: Mrs Alison Richardson

BELIEVE * ACHIEVE * THRIVE

School Business Manager Advert

Permanent

30 hours per week – Term time only plus 3 weeks

Salary: Grade 5 (Actual salary £22,153 - £24,864)

Do you have a background in financial management, excellent interpersonal and organisation skills? Can you work under pressure in a busy environment with attention to detail?

Our school has high expectations for staff and children. We are seeking to appoint a dynamic, organised and well qualified multi-tasker to fill the vacancy of School Business Manager

The successful candidate will support the SLT and Governing Body, will use their skills to manage school finance and drive school improvement as we strive for excellence to achieve the strategic aims of the school

The role includes:

- Finance management/budgetary control
- Human Resources/Payroll
- Procurement/Best Value
- Health and Safety
- Income Generation
- Facilities Management
- Capital Projects
- GDPR
- Line managing staff
- Policies/Procedures
- General administration

The successful candidate will work with a variety of IT systems.

There are many benefits to working in our wonderful school:

- Full support and induction
- A strong and caring ethos among staff and children
- CPD opportunities
- Local Government Pension scheme

Visits to school are welcomed. Application packs are available electronically from the school office. Please email Cheryl at cmorris@northwheatley.notts.sch.uk to request one.

Closing date for application is **Thursday 9th October at 12pm** and interviews will take place on **Monday 13th October**.

- 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 in Primary, Secondary and Special Schools are subject to an enhanced Disclosure and Barring Service check. All posts in schools, unless stated otherwise, are suitable for a job share arrangement.
- The County Council encourages applications from all, irrespective of gender, marital status, disability, race, religion, belief, pregnancy and maternity status, age or sexual orientation. for posts within County and Controlled Schools and in Colleges.