**Queensway School**

**School Business Manager**

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| School | Queensway Primary School |
| Address | Brantwood Rise, Banbury, OXON, OX16 9NH |
| Telephone | 01295 251631 |
| Email | office.2057@queensway.oxon.sch.uk |
| Contact | Headteacher |
| Post Title | School Business Manager |
| Vacancy Type | Part time: 4 days per week |
| Contract Type | Permanent |
| Weeks Per Year | 42 (term time only + 4 additional weeks to be negotiated and agreed) |
| Hours Per Week | 30 hours (8:15am-4:15pm, with 30 minutes lunch break) |
| Pay Grade | Grade 12 |
| Scale Point Range | 35 – 38 (NJC Scale) |
| Salary | £41,496 - £44,539 Full time equivalent, pro-rata |
| Closing Date | Monday 27th March 2023, midday |
| Anticipated Interview Date | TBC |
| Anticipated Start Date | As soon as possible |

We are seeking to appoint an experienced and inspirational School Business Manager who is forward-thinking with the passion and commitment to build on the impressive achievements of our school and act as a driver for further improvement. The post is a permanent contract to start as soon as possible and will be an interesting, varied and an exciting balance of operating and developing the school’s finance, administration and HR alongside running the premises and overseeing Health and Safety.

The successful candidate will be a member of the Senior Leadership Team within a very collaborative working environment in which they will feel valued and can thrive and lead a team of 5-8 support staff.

The current SBM is starting phased retirement by significantly reducing her hours, so the new post holder will have the opportunity to work alongside her for 1 day a week as part of a succession plan.

To be successful, you will need:

* Extensive leadership, financial and HR experience as well as management of areas including Premises, Health and Safety, Administration and Facilities.
* To manage own time and workload effectively and have good problem-solving skills as well as attention to detail.
* A recognised qualification or a willingness to work towards a qualification with support from the school, e.g. working at national occupational standards (NOS) in business and administration and knowledge/skills equivalent to current national qualifications level 4-6 in School Business Management (CSBM /ADSBM / ILM). A finance or HR qualification would be advantageous.
* The ability to operate strategically, lead, value, inspire and motivate others as well as demonstrate flexibility, teamwork and have a commitment to the school values and mission statement.
* Excellent communication skills, both oral and written.
* Good interpersonal skills to effectively liaise with different stakeholders and service providers.
* The courage to deliver change and can demonstrate significant past success.

Queensway Primary School is a happy, inclusive and creative school where children thrive and where innovation, initiative and creativity are encouraged. Our children are exceptional and keen to learn and all members of our school community are valued.

We offer:

* Well behaved children who have a love of learning at our school
* A friendly and supportive team with high morale
* A very well resourced and attractive environment
* A strong ethos of high expectations and challenge for the whole community
* Excellent professional development and career enhancement opportunities
* Excellent induction and a support programme for all staff new to the school
* A chance to work in a diverse, inclusive and vibrant community with excellent transport links

If this role sounds like the job for you and if you would like any more information, please do not hesitate to contact Sarah Horbury-Jakeman, Headteacher, to arrange a visit or an informal telephone conversation. When you visit the school, you will see first-hand our excellent facilities and feel how welcoming Queensway School is.

**Safer Recruitment**

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

Application packs are available to download from this advert, by email or from the school admin office.

**CVs will not be accepted.**