

Radcliffe on Trent Junior School
Cropwell Road
Radcliffe on Trent
Nottingham
NG12 2FS
Tel: (0115) 911 0193
Email: office@rotjs.notts.sch.uk
Website: www.rotjs.notts.sch.uk



Head Teacher: Clare Allsopp

Number on Roll: 309

Age Range 7-11

Salary: Hay Band A (£34,434-£39,152 FTE)

Permanent Full Time School Business Manager

The Governors are seeking to appoint an experienced and highly organised School Business Manager for this successful, inclusive and outward looking junior school. The successful candidate will play a key role in supporting the operational leadership of the school and ensuring the effective delivery of our administrative, financial and operational systems.

The role will also support the school in identifying opportunities for future income generation and the potential development of extended services such as school lettings, wraparound provision or holiday activities.

As our new School Business Manager, you will:

- support the effective operational management of the school working alongside the Headteacher and Senior Leadership Team
- oversee and develop the school's administrative, financial and operational systems
- manage and support the school's administrative and lunchtime play teams
- ensure effective systems are in place for finance administration, premises management and compliance
- maintain systems relating to health and safety, HR and personnel documentation and statutory requirements
- develop strong working relationships with staff, parents, governors and external partners
- contribute positively to the continued development and smooth running of the school

If this sounds like you, we would like to hear from you!

In return, we can offer you:

- an inclusive, caring ethos and supportive working environment, where teamwork and empathy are really important to us.
- enthusiastic, happy and well-motivated children.
- a dedicated and knowledgeable staff team who are keen to continue the development of their practice towards achieving excellence
- a forward looking and vibrant school which engages with the whole school community
- a commitment to your professional development as a school leader
- support and guidance from an experienced head teacher, governors and other schools in our network

You are strongly encouraged to visit the school prior to submitting an application. To arrange this and to request an application pack, please contact the school office on 0115 9110193 or via email at office@rotjs.notts.sch.uk

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.

Please note that in line with the safeguarding due diligence requirements, if you are shortlisted,

- references will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.
- you will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK
- you will need to bring with you to the interview original qualification certificates essential to the post.
- In accordance with KCSIE an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Closing date: Tuesday 7th April at 10am

Interviews will take place on Tuesday 14th April

Start date: Monday 1st June