

Sharrow School  
Sitwell Road,  
Sheffield, S7 1BE  
Tel: 0114 2551704

Email: [info@sharrow.sheffield.sch.uk](mailto:info@sharrow.sheffield.sch.uk)

**Position:** BUSINESS MANAGER  
**Grade:** BS5 Grade 8  
**Salary:** Sp32 £40,221 to Sp35 £43,421 (pay award pending)  
**Hours:** Full-time, 37 hours per week, 52 weeks per year\* with paid holidays  
**Start Date:** September 2024  
**Contract Term:** Permanent

*\* The role is advertised as 52 weeks but for the right candidate we are willing to be flexible*

Our current School Business Manager is re-locating so an exciting opportunity has arisen at Sharrow School for a pro-active and resourceful School Business Manager to join our committed and friendly staff team. The successful candidate will be part of the management team with responsibility for managing the operation and delivery of the school support services, including finance, HR and facilities.

Sharrow School is an inclusive primary school at the heart of a vibrant, multicultural community. Our beautiful, purpose-built school is located just off London Road, looking out across Mount Pleasant Park. With a nature-reserve on the roof, an allotment and orchard, a performing-arts space and a Children's Centre on site, we cater for children from 3 months to 11 years, as well as providing learning opportunities for older children and adults out of school hours. Our building has been designed to provide flexible teaching spaces where staff can learn from and support each other, with good access to outdoor space for all year groups. The excellent facilities help to ensure we are able to meet the needs of the children and their families by delivering a creative and exciting curriculum.



Our hard-working staff team are passionate about ensuring that all children enjoy their time at Sharrow and make good progress. We attach significant importance to developing children's literacy and numeracy skills as well as their creative and expressive skills. We also encourage children to develop their sporting abilities and have PE specialists as part of the staff team. We teach in a variety of styles to best match the needs of the children and provide the most effective learning experiences.

The school has a commitment to equality of opportunity for all learners and operates a vigorous inclusion policy. As a whole school we are committed to providing the children with a range of experiences beyond the school gate, and supporting the families in our community.

Duties will include:

- Line management of the school's non classroom-based support staff;
- Overseeing administration, facilities, HR and finance in school;
- Developing, implementing and reviewing policies and procedures;
- Management of the school's budget including procurement and income generation.

The successful candidate will need to have:-

- School Business Management or other relevant qualifications
- Previous experience providing administrative and management support services
- Excellent communication, people, numeracy and literacy skills
- Experience of managing individuals in a multi-disciplinary setting
- Energy, enthusiasm and a passion for supporting pupils and their families
- Have a clear understanding of the need for confidentiality and awareness of child protection issues

We offer:

- A vibrant, richly diverse school community
- A supportive and caring ethos where everyone is valued
- A school at the heart of its community
- An experienced team
- A fabulous building with great facilities

Further information and an application form are available on the DfE Teaching Vacancies website or from the school website. Completed applications should be returned to the Headteacher:-

Headteacher  
Sharrow School  
Sitwell Road  
Sheffield, S7 1BE  
Tel: 0114 255 1704

**Tours:** 18<sup>th</sup>, 19<sup>th</sup> or 24<sup>th</sup> June @ 4pm

**Deadline for application:** 1<sup>st</sup> July @ 9am

**Interviews:** Thursday 4<sup>th</sup> July

*Internal applications welcomed*

*We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.*

*We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.*