

School Business Manager

37.5 hours per week 52 weeks (with standard Local Authority holiday entitlement depending on experience)

Salary Scale SO2 point 26-28 (£30,451 to £32,234)

Are you:

- A strategic and solution-based thinker?
- Someone who can plan successfully and prioritise for the immediate, medium and long-term?
- Someone with an excellent knowledge of schools' finance, HR, property management and safeguarding?
- Someone with high standards who wishes to join a friendly team aiming to be the best?
- Willing to improve your own skills, learn how our school and the wider education system works, and seek improvement for us where you can?
- A 'can-do' person who is excited by the challenges and opportunities in education in 2021?

If so, Shirley could be just what you are looking for and we would love to hear from you.

Shirley Community Primary School and Pre-School is looking for a new School Business Manager with exceptional budgetary, communication, planning and strategic skills to join our friendly and supportive school team. As a member of the Leadership Team and adviser to the Governing Body, you will provide strategic leadership and management on all aspects of business and site management across the school, to continuously improve effectiveness and performance, whilst sustaining consistently high standards.

Energy, enthusiasm, dedication, a flexible attitude and the ability to organise, prioritise and multi-task are essential to this role, along with an empathy for our pupils and the diverse community which we serve.

Key aspects of the role include:

- Promoting the highest standards of business ethos and ensuring effective and successful use of school resources.
- Overseeing and taking responsibility for: Financial Resource Compliance, Administration Management, Human Resource Management, Safeguarding Compliance, Facility & Property Management, Health & Safety Management, and Contracts Management (including of third-party providers) of the school.

Shirley Community Primary is situated in north Cambridge, 10 minutes' walk away from Cambridge North Station, which is on the main trainline between Kings Lynn and London. We are also within easy access of the A10, A14 and M11 roads.

Visits at the current time can be arranged, or if you would like an informal discussion with the Headteacher, Mr John Cattermole about the role and our school, he will be happy to accommodate you. Please email our school office on office@shirley.cambs.sch.uk or call 01223-712252 to book a time.

Applications to be in writing via a letter and application form, based on your experience, the Job Description and Person Specification provided. Please apply to Mr Cattermole and send your applications to hr@shirley.cambs.sch.uk as well as head@shirley.cambs.sch.uk

Closing date and shortlisting: Monday 8th March (midday)

Interviews: Morning of Friday 12th March

Shirley Community Primary School and Pre-School is committed to safeguarding and promoting the welfare and safety of its pupils and requires all staff, governors and volunteers to share this commitment. Therefore, all applicants will be subject to an enhanced DBS check.