



Tatworth

Primary School

Title: School Business Manager
Location: School Based
Reports To: Head Teacher
Contract: Fixed Term to 31st August 2022
0.6 (equivalent to three days a week) worked flexibly over five days
Salary Range: £28,000 - £34,000 pro-rata, dependent on experience

A new and exciting opportunity has arisen at Tatworth Primary School, which will support the school to make the best use of their resources and focus on efficient school business management. Tatworth Primary School is a single academy trust with a dynamic and committed staff, set in a rural, supportive community.

The newly appointed School Business Manager will assist the Headteacher with the management of support staff, having responsibility for premises management, administration aspects of financial management, Health Safety, supporting with budget planning and all matters within the management of the School, which are supportive to, but do not directly involve teaching and learning.

The Business Manager will be responsible for strategic planning in relation to the business and support services of the School, including financial implications, and ensuring that the School uses its resources effectively and efficiently at all times.

They will be responsible for: creating and delivering a shared corporate strategic vision; building capacity across the workforce; improving organisation structures and functions; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and wellbeing of students and staff.

Tatworth Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Disclosure (DBS). The school has a commitment to safeguarding children, and has a culture of vigilance to support this.

Further details along with an application pack can be downloaded from the school website <https://www.tatworth.somerset.sch.uk/> or by contacting the School Office 01460 220565 or at tatworth@educ.somerset.gov.uk Please note CVs will not be accepted without an application form. Visits to the school are very much welcomed.

Closing date: 12th November 2021
Interview date: 19th November 2021
Start date: 5th January 2022