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**VENN ACADEMY TRUST**

**School Business Manager**

**Grade 9 - £29983 - 33640 (actual salary)**

**based at the Venn Boulevard and Sullivan Centre (Health and Medical Needs Education Service)**

**Permanent**

**37 hours a week, 205 days (term time plus 5 training days, plus an additional 10 days in the school holidays)**

***(Part time hours may be considered for the right candidate)***

Our Multi Academy Trust is a group of inspirational and aspirational mainstream and specialist schools in Hull whose main objective is to ensure that all pupils make exceptional progress through the development of outstanding teachers.

We are seeking to appoint an exceptional School Business Manager for our Boulevard and Sullivan setting. This person will provide leadership to the office function of Venn’s SEMH secondary special and secondary alternative provision academies. This will include the budget management for The Boulevard Centre, the Sullivan Centre, Hospital Education and the Boulevard Nursery and funding streams to Inspire, the CAMHs tier 4 unit.

You will be highly organised with the ability to:

* Lead and further develop an administration team.
* Monitor complex budgets of two complex settings.
* Demonstrate successful experience managing a team.

We can offer you:

* A supportive working environment.
* A commitment to professional development.
* An opportunity to work with a dynamic team.

This is an exciting post! We ideally would like this role to start as soon as possible, however this would be negotiable.

Visits to the school are welcome; please contact Claire Goodaire, Executive Head to make arrangements on 01482 585203.

All applications should be submitted via eteach

**Closing date: Wednesday 20 October 2021 at 9am**

*Venn Academy Trust is committed to achieving fairness and equality in employment and welcomes applications from all sections of the community.*

*Our Trust is fully committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment.*

*An enhanced DBS check is required for all successful applicants.*