**The Surrey Teaching Centre**

Position: School Business Manager

Salary: Surrey Pay Scale PS08

Salary range £ 36,802 – £39,743 FTE Actual salary: £25,425 - £27,457

Applications Close: 20 June 2025

Interviews will be held Friday 27 June 2025

Working Pattern: Part time - 27.5 hours per week, term time only plus 2 weeks (41 weeks per year) with 1 day working from home (negotiable)

We are a medical pupil referral unit (PRU) providing education for children and young people admitted to The Children's Trust, Tadworth for rehabilitation programmes following an acquired brain injury (ABI).

We wish to appoint a School Business Manager to play a key role in the administration and leadership of our happy and successful school. The successful candidate will be a member of the school leadership and management team at the Surrey Teaching Centre with responsibility for:

* financial management
* pupil and office administration
* Health and Safety
* personnel and HR
* support services

We are looking for someone who:

* can ensure the effective management, reporting and recording of the school’s finances
* is a highly effective communicator
* works well as part of a team and has a sense of humour
* has attention to detail
* prioritises workload
* has a School Business Manager qualification or is willing to gain the qualification

At Surrey Teaching Centre we are proud to:

* have a commitment to providing high quality education
* have children and staff who enjoy learning together
* have a friendly and collaborative staff team

For more information, please contact: Akuah Quist SBM -aquist@tadworthcourt.surrey.sch.uk

Headteacher: Kristin Hoogland, Surrey Teaching Centre, Tadworth Court, Tadworth KT20 5RU

Tel: 01737 354006 www.tadworthcourt.surrey.sch.uk

If you feel you have the skills that we are looking for, you are encouraged to visit the school. For an informal discussion and to arrange a visit please contact the Headteacher: Kristin Hoogland at [head@tadworthcourt.surrey.sch.uk](mailto:head@tadworthcourt.surrey.sch.uk) .

Closing date: Friday 20th June 2025

Interviews: Friday 27th June 2025

To get a better understanding of STC please visit our website at <https://www.tadworthcourt.surrey.sch.uk/> .

***Safeguarding statement***

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory clearance by the Enhanced Disclosure & Barring Service (DBS).*** ***Please note we do not accept CVs.***