



Thomas Keble School
Eastcombe
Stroud, Gloucestershire
GL6 7DY
Tel No: 01452 770301
11 – 16 Comprehensive, 720 on roll
Headteacher: Mr Steve Shaw

SCHOOL BUSINESS MANAGER

Full-time post: From 1 January 2025 (or as soon as possible thereafter)

School Leadership Scale: 6 - 10: £53,380 - £58,959

Scale point placement is flexible depending on experience

Following the retirement of the current post-holder, we invite applications for the role of School Business Manager. Thomas Keble School is an over-subscribed 11-16 secondary school in the heart of the Cotswolds. The successful candidate will work in a new state-of-the-art school campus, due to open in January 2025. You will be supported in post by a Finance Officer and will join our Senior Management Team as we continue to provide the very best all-round education for our young people.

Thomas Keble is a Single Academy Trust and we are the school of choice locally with a waiting list in each year group. As a school community, we work hard and go the extra mile for our student body, who in return are warm, welcoming, and well-motivated. Our last Ofsted inspection was in July 2023 and the school was graded as 'Good'. The statements below are taken from this report:

“Leaders have created a **nurturing** environment which supports pupils to learn and **achieve well.**”

“Pupils’ **behaviour is calm and friendly** and **disruption to learning is rare.**”

“Leaders have designed a **broad and ambitious curriculum.**”

“Pupils feel **happy** and **safe** at school”

The successful candidate will be experienced in leading and managing school business, financial, HR, and site operations. You will have excellent organisational and communication skills and will be able to use appropriate Information Management and Financial Planning software. We currently use SIMS and ACCESS. In return we can offer a supportive, professional environment where staff work closely together, regardless of role, to achieve positive outcomes for all of our students.

This is a rare opportunity to join a fantastic school community. The successful candidate will be appointed on their skills and experience, however, as important to me will be your approach, attitude, and beliefs. You can use our website to find out more about what we do and why we do it. Choosing the school for the next stage of your career is an important one and, to that end, we welcome prospective applicants to visit before deciding to apply.

I look forward to receiving your application and welcoming you to our school. For further details, please contact the Headteacher’s P.A., Ms. Amanda Oxberry, on 01452 770301 or email recruitment@thomaskeble.gloucs.sch.uk

The closing date for applications is midday, Monday 4th November 2024. We anticipate interviews will take place the week beginning Monday 11th November 2024, however, we reserve the right to withdraw this vacancy should a suitable applicant be found before the closing date.

Thomas Keble School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are ‘protected’ and are not subject to disclosure. An applicant must provide the School with upfront disclosure of all unspent convictions, cautions, reprimands, or warnings. Failure to declare (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

Thomas Keble School is an Equal Opportunities Employer