

School Business Manager
25- 37 hrs a week, 42 or 52 weeks per year (hours and weeks negotiable)
Salary Grade J-K, points 27-36 commensurate with experience
£33,820-£42,503 (FTE)

We have an exciting and unique opportunity for an ambitious and self-motivated individual that is forward thinking and has a positive, resourceful attitude.

New Horizons Academy is an alternative education provision for learners aged 5 to 11 and whose needs cannot be met within a mainstream environment. In particular, the Academy provides placements for young people in the Northamptonshire area who exhibit social, emotional and behavioural concerns. The SBM will support the Headteacher with the business support, resources management and HR functions of the school. They will contribute effectively to the senior team to ensure that the school is able to meet its educational aims under the leadership of the Director of Primary Education. The role is one of a lead professional and will be a key member of the leadership team. The post holder will be responsible to the Headteacher but will also have opportunities to participate in activities across the trust and network with other business professionals. The role would also focus on leading and developing the school support staff to become the best they can be.

The successful candidate will:

- have a proven record of financial reporting, recording and monitoring
- demonstrate a willingness and the ability to support colleagues across all areas of the school
- be passionate about success and dedicated to developing opportunities for the school
- provide robust financial management information to the headteacher
- work closely with the headteacher to ensure clarity and transparency on all key decisions and operations
- oversee and expand the business opportunities underpinning future growth strategies
- have high expectations and sound business judgement demonstrating a flair for budget management
- have an understanding of human resources, health & safety and compliance protocols

This is a new role to the academy and will include some flexibility over working patterns so that the working hours can be flexible over the week in accordance with the needs and staffing of the school. The role may also require additional hours from time to time and will be regularly reviewed in line with the needs of the school.

Training and development opportunities will be offered. All staff are encouraged to study further, and the trust will actively support staff to obtain relevant further qualifications where possible.

Candidates must be eligible to live and work in the UK and hold a current driver's licence.

Tove Learning Trust is a rapidly growing multi academy trust with 14 schools. The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community.

How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.tovelearning.org.uk/vacancies/current-vacancies>. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to E: scarter@tovelearning.org.uk T: 02476 589030

Closing date: Monday 1st July 2024 at 9.00 a.m.

Interviews: week commencing 10th July 2024

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.