



# Westacre Middle School

**Inspire • Challenge • Achieve**

Role: School Business and Operations Manager

Required: From October 2023 if possible

Salary: SO1 £30,558 - £32,452 pro rata (actual salary £27,426 - £29,126)

Hours: 37 ½ hours/week, 8am- 4pm Monday to Friday

Contract: Term time plus 5 TED days plus 5 days to be worked over school holidays by negotiation

Due to the retirement of our current school business manager, we are looking to appoint a highly effective school business manager responsible for the strategic and operational functions of our school.

Westacre Middle School is a middle deemed primary school with a strong ethos of commitment to our local community and we ensure that every person in school is committed to ensuring the best outcomes for our children. We are looking to recruit a motivated, driven team player who will be able to lead and support our office team in a fast paced and busy environment. You will work closely with the Headteacher and her leadership team to execute policy and practice for finance, administration, governance, human resources, health & safety, and GDPR, whilst ensuring the management of the office supports teachers and parents in their day to day interactions with the school in a positive way.

Applications will be invited from candidates who:

- Have a strong background in working with finance and facilities, ideally within an education setting
- Are looking for the next step in their professional development
- Have the ability to effectively prioritise work, work under pressure, and meet deadlines
- Are self motivated to develop professionally
- Have the ability to work collaboratively with others but are also able to work autonomously
- Are able to effectively manage staff
- Will uphold our school ethos and values
- Have a commitment to maintaining confidentiality at all times
- Have a commitment to safeguarding, inclusion and equality

Westacre Middle School can offer you:

- a happy and motivated working environment, which includes polite, enthusiastic children and a great staff team
- purposeful training
- a strong induction process
- a firm belief and commitment towards the development of our children and staff
- Supportive leadership and governors

Westacre Middle School is committed to safeguarding and promoting the welfare of all our children and young People. We expect all staff to share this commitment. Successful Candidates will be subject to a Disclosure and Barring Service (DBS) enhanced check.

Following a short Ofsted inspection on the September 2022; ***'Westacre Middle continues to be a good school. Pupils are happy and safe. They enjoy learning. Pupils are proud of their school and would recommend it to anyone Staff are unanimously proud of their school. They feel valued and all speak of the 'Westacre Team'.*** For a copy of our report or any further information then please do browse through our website, <https://www.westacre-middle-school.co.uk/> or twitter feed <https://twitter.com/WestacreMiddle>  
Enquiries/Forms: please contact the school on 01905 772795 or email [office@westacre.worcs.sch.uk](mailto:office@westacre.worcs.sch.uk). Application forms are also available from [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)

**Closing Date: Monday 25<sup>th</sup> September 8.00 am**

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<https://twitter.com/westacremiddle>

[www.westacre-middle-school.co.uk](http://www.westacre-middle-school.co.uk)

**Headteacher: Mrs D M Evans**