**Position:** School Business Manager  
**Location:** Whitehouse Common Primary School  
**Contract Type:** Full-Time (part time will be considered for the right candidate) Permanent Term time only with occasional days during holidays required.   
**Salary:** Grade 5 Point 32 £40,221 FTE to Point 40 £48,474 FTE  
**Closing Date:** 9am Friday 27th September 2024  
**Interview Dates:** To be arranged  
**Start Date:** As soon as possible

**About Us:**

Whitehouse Common Primary School is a warm, happy, thriving and forward-thinking school. We are part of the Learning Trust for Excellence (LTE), a Co-operative Trust where member schools maintain independence and autonomy while supporting each other to provide the best educational opportunities for all our children.

We are seeking a proactive and highly skilled School Business Manager to join our welcoming team. In this pivotal role, you will support both the strategic and operational functions of our school.

**Role Overview:**

As the School Business Manager, you will be a key member of our Senior Leadership Team (SLT) and work closely with the Headteacher to drive the school’s strategic direction. You will oversee a range of business functions, including finance, HR and personnel, site management, health and safety, catering, and IT. This role requires strong leadership skills, exceptional attention to detail, and a strategic vision to ensure the smooth and effective operation of our school. As with any school, you should be prepared for a dynamic environment where quick thinking, teamwork, leadership, and a hands-on approach are essential.

The Foundation Status that we have provides autonomy of policies and procedures outside those of the LA where appropriate; you will be instrumental in reviewing and implementing these alongside our HR Advisors.

We are a Full Cheque Book School using Access Finance Package with a balanced budget and a healthy carry forward balance.

**Key Responsibilities:**

* Provide professional leadership and management to support the Senior Office Manager in leading the administrative team.
* Oversee the strategic and operational aspects of the school’s financial resource management, including budgeting, accounting, and financial reporting, ensuring accuracy and transparency.
* Manage and be a strategic lead for HR, legal matters, IT, site management, health and safety, catering and other operational aspects to maintain a safe and effective learning environment.
* Ensure compliance with all relevant regulations, policies, and best practices in financial and operational management.
* Maximise financial resources by generating income, applying for funding, and ensuring best value for money.
* Develop and implement strategic plans to enhance operational efficiency and support the school’s long-term goals.
* Collaborate closely with the Senior Leadership Team to align business strategies with educational objectives and drive school improvement.

**What We’re Looking For:**

* Proven expertise in HR management, with a track record of leading and motivating staff.
* Strong strategic vision with the ability to implement effective operational strategies.
* High attention to detail and accuracy in financial and administrative tasks.
* Excellent accounting and financial management skills, including experience with budgeting and financial planning.
* Ability to collaborate effectively with the SLT and other stakeholders to support the school’s objectives.

**What We Offer:**

* A highly supportive and collaborative leadership team and governing body.
* A dedicated administrative team.
* Opportunities for professional development.
* A positive and engaging working environment.
* Access to excellent facilities and resources to support your work.
* Flexibility with regard to working arrangements.
* A happy and vibrant school with a strong family ethos and community spirit.

**Further Details About the School:**

We are fortunate to have a large site split into KS1 and KS2 buildings, ample staff parking, two large playing fields, three playgrounds, swimming pool, a wooded area for forest school activities, and two school halls.

**How to Apply:**

Please apply by submitting a completed application form and cover letter by post or email to: h.dodd@whitehousecommon.bham.sch.uk by 27th September 2024. References may be requested upon receipt of your application.

For more information, please contact Helen Dodd at h.dodd@whitehousecommon.bham.sch.uk. Visits to the school are warmly welcomed and can be arranged by contacting Helen Dodd as above.

We look forward to welcoming a dedicated and talented individual to our team who is ready to contribute to our school’s continued success.

Whitehouse Common Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including:

Enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.  
Which means that when applying for certain jobs and activities certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.