

*"Our vision is to create a school where everyone is welcomed, efforts are valued, ambition is nurtured and where the potential of every child is realised. We aim to create a school that offers an irresistible invitation to learning."*



## **School Business Manager**

**February 2022 (or as soon as possible)**

**37 hours (8.30am – 4.30pm) 44 weeks**

**Salary: Grade H £35,745 - £39,880**

**Actual salary: £34,840 - £38,871**



Whitehouse Primary is a purpose built, large 3 form entry primary school with nursery, situated in the heart of the new and growing development of Whitehouse. We are a happy, forward-thinking school, passionate about encouraging and empowering our children to flourish in their personal development, building their understanding of the world around them and developing a positive and resilient attitude to life.

We wish to appoint a well-qualified, enthusiastic and motivated team player as our next School Business Manager. The post is of a permanent contract to start as soon as possible and will be an interesting, varied and an exciting balance of operating and developing the school's finance and administration, alongside supervising the premises team and overseeing Health and Safety. The successful candidate will be a member of the Senior Leadership Team within a very collaborative working environment in which they will feel valued and can thrive.

### **We are looking for someone who:**

- Will work closely with the senior leadership team to develop the strategic vision of the school
- Is resilient under pressure with a high level of commitment
- Will lead on all aspects of school business including finance and budgeting, premises management and health & safety
- Can manage their own time and workload effectively and have good problem-solving skills as well as attention to detail.
- Has a recognised management/business degree, NVQ 4 or equivalent related professional qualification or a School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management
- The ability to operate strategically; lead, value, inspire and motivate others as well as demonstrate flexibility, teamwork and have a commitment to our school values
- Excellent communication skills, both oral and written.
- Good interpersonal skills to effectively liaise with different stake holders and service providers

We have the highest expectation of our staff and pupils, with a strong commitment to promoting their well-being. We offer high quality CPD for all of our staff which is at the core of our school ethos.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package through the Trust, enhanced Maternity/Paternity/Adoption Leave, Employee Assistance Programme, LGPS Pension with a minimum of 22% monthly employer contribution. In addition, access to an Employee Benefits Scheme including discount on gym memberships, childcare vouchers, cinema tickets, retail discounts, cycle to work scheme and much more.

Please email **[recruitment@whitehouseprimary.co.uk](mailto:recruitment@whitehouseprimary.co.uk)** or contact us on 01908 533288 to arrange a visit to our wonderful school or if you have any questions.

To apply, please download the pack from our website: [www.whitehouseprimary.co.uk/about-us/recruitment](http://www.whitehouseprimary.co.uk/about-us/recruitment)

**Closing date: Thursday 20<sup>th</sup> January 2022**

**Interviews: w/c 24<sup>th</sup> January 2022**

*We withhold the right to close the application window early, if a high number of applications are received prior to the deadline.*

***Whitehouse Primary School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.***

