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## *Job Title: School Business Manager*

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**Work Location:** School Based (Some remote working possible)

**Salary Scale:** NJC 25 – 27 (36,363 - £38,220)

**Contract Type:** 30 hours per week term time plus 2 weeks, plus 5 training days.

**Contract Term:** Permanent

Closing date: Thursday 18<sup>th</sup> June – Shortlisting Friday 19<sup>th</sup> June

Interview date: 25<sup>th</sup> June

We are looking to appoint an enthusiastic and self-motivated School Business Manager for this key role, leading on all aspects of finance, HR, IT and premises management. You will have excellent leadership and organisational skills as well as the ability to relate to and build trust with a variety of stakeholders.

The successful applicant will be a member of the Senior Leadership Team, helping drive our school forward to further success, making a difference to the education and opportunities of our students every day.

This is a full-time, permanent position but could be offered on a part-time basis depending on the needs of the school and the skills and experience of the appointed candidate.

**The successful candidate will ideally have:**

- have a proven track record of effective financial management
- have the ability to work using their own initiative, prioritising and meeting deadlines
- have experience of leading and managing a team
- have knowledge of current health and safety law
- have experience of payroll and HR management
- report to the Head Teacher and governing board and be able to support the school in meeting all statutory requirements
- Ideally have relevant school experience and knowledge of school management procedures and/or have experience of managing infra-structure development projects

**In return we can offer you:**

- a warm, supportive and vibrant school community
- support of a strong governing board and Senior Leadership Team
- further training and support with your career advancement.

For further information including please see the vacancies page on the school website and My term Visits to Flitwick Lower School are welcome please contact Joanna New

[Joanna.new@flitwickschool.co.uk](mailto:Joanna.new@flitwickschool.co.uk)

**Safeguarding:** We are committed to safeguarding pupils and all staff are DBS checked and subject to online searches.