



Permanent School Business Manager Grade 8 (pts 26-30)
£37,280-£40,777 pa pro rata
34 hours per week, Term Time only plus 5 Inset days and additional 3 weeks
during school holidays

Due to the retirement of our School Business Manager we have an exciting opportunity for someone to join our senior leadership team here at Elmbridge.

We are a large and very busy primary school that prides ourselves on being one big family where there is a real sense of community between our staff, governors and families. During our last inspection OFSTED noted the warm and positive relationships between staff and pupils which are replicated by pupils around the school.

The Governors are looking to recruit an enthusiastic and positive Business Manager with the skills, experience and personality needed to continue to improve the school environment and high standards of teaching and learning for our pupils.

As our School Business Manager you will be expected to effectively lead:

- **Finance** including the management of the school's budget and support Governors in their Governors Budget Plan and three year financial planning;
- **HR** including overseeing staff administration including safer recruitment, induction, probationary reviews, absence management, contract changes and management of the Single Central Record;
- **Premises & Health and Safety** to ensure the school premises are safe, well-maintained and compliant with all Health and Safety requirements and legislation;
- **Administration & Operations** including the performance management of the administration and premises support staff and manage administration procedures and systems;
- **Procurement and Contracts** to manage contracts and secure best value for the school

The SBM is part of the senior leadership team and line-manages four administration staff and site management support staff including a team of cleaners with the assistance of a cleaning supervisor. The successful candidate will need to be well organised, resilient and flexible to enable them to manage the high level of work and commitment associated with a very large primary school. We need someone who is professional and has, or is working towards, a School Business Management qualification, a team player who values the wellbeing of our staff and pupils and can build strong relationships with all members of our school community.

In return we can offer:

- An opportunity to work with supportive and friendly staff and Governors who are fully committed to the continued development of the school;
- A school whose pupils are happy and are taught how to show respect, tolerance and compassion for each other;
- Your own dedicated air-conditioned office and meeting space within our purpose-built reception and admin building;
- Commitment to provide opportunities for continued professional development;
- Support from the Gloucestershire Local Authority Area Finance Team and other professionals.

Further details and an application form are available on our website:

<https://www.elmbridgeprimaryschool.co.uk/job-vacancies>

Visits to school are welcome. Please contact the school office on 01452 523632 or email admin@elmbridgeprimary.co.uk if you would like to visit on any of the following dates:

Wednesday 29th April 2.00 p.m.

Wednesday 6th May 9.30 a.m.

Friday 8th May 9.30 a.m.

Tuesday 12th May 4.00 p.m.

Closing Date for Applications: Friday 15th May at 12 noon

Interview Date: Friday 5th June

Start Date: 1st September or asap after

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.