

School Business Manager
Grade 8 Level 1-4 (£25,881 to £29,199 reduced pro rata)
Permanent contract, Term Time plus 3 weeks

Naburn CE Primary School – 15 hours per week (over two or three days)

Closing date: Monday 25th June 2018 at 12 midnight

Interview date: Tuesday 3rd July 2018

Naburn CE Primary School (part of the Fulford Cluster and to join the developing South York MAT) are seeking to recruit an enthusiastic and self-motivated part-time School Business Manager. This is an exciting and challenging position to start as soon as possible.

The School Business Manager will work closely with the Headteacher at Naburn Primary School.

They will be expected to manage the effective provision of financial, contract and premises management, including all aspects of the school's resources management:

- annual budget planning
- administration,
- contract management,
- support services
- ICT
- health and safety
- premises
- access external funding.

Within the role you will be expected to support the Headteacher and Governors in the continuing improvements to financial management, and policy implementation for all aspects of health and safety on the premises.

The ideal candidate would:-

- * be an experienced individual who has a real commitment to the latest trends and developments in School Business Management
- * have had significant financial and management experience in a school and familiar with FMS, IntegrisG2, PS Financials and HR, having AAT or equivalent qualifications would be an advantage
- * have excellent communication, problem solving and negotiation skills
- * have high standards of ICT, English and Maths skills
- * be a strategic and innovative thinker
- * have good people management skills and experience of line management
- * have a thorough understanding of the requirements of health and safety management in schools
- * have experience of managing and procuring for contracts
- * have a flexible approach to working

Informal visits to the school are warmly welcomed. Please contact the school to arrange a visit.

Please submit completed application form by post or electronically to:
Naburn CE Primary School
Naburn
York
YO19 4PP

01904 551075

www.naburnschool.com

Email address: naburn.primary@york.gov.uk

Where possible please include all information on the application form and avoid sending additional documents.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.

This post is subject to the Childcare (Disqualification) Regulations 2009 and as such shortlisted candidates will be asked to complete a Disqualification Declaration. Any information supplied will be discussed at interview