

TELFORD INFANT SCHOOL SCHOOL BUSINESS MANAGER

Grade: Band I scp. 17 – 20

Salary: £24,342 - £26,625 pa (Actual Salary)

Hours: 37 hours per week, Monday to Friday

Term Time Only: Plus 5 INSET days and 2 additional weeks during the school holidays. This will be discussed and agreed between the post holder and Headteacher each year and will be dependent on the needs of the school.

Contract: This position is a permanent contract which is subject to the satisfactory completion of a 6-month probationary period.

Start date: Monday 4th January 2021 – with an opportunity for mutually convenient handover and introductory sessions in December.

At Telford Infant School we are restructuring the roles within our office and have an exciting opportunity to recruit a new School Business Manager.

Telford Infant School is a bright, welcoming three form entry Infant School located in North Leamington Spa. We have over 250 children on roll aged between 4 and 7 years old. Our school motto is 'Loving Learning' and we passionately believe that it is our strong school community that makes the children successful learners - that is the staff, governors, parents and of course the children themselves.

Our new School Business Manager will be professional, enthusiastic, creative, have excellent interpersonal and administrative skills and be extremely well organised. They will have a relevant qualification or evidence of experience in a similar role. Experience of working within a school environment and an understanding of systems that support school administration are desirable but not essential. The post holder will have or be able to develop a strategic understanding of current and developing business issues within education.

Our Business Manager will be responsible to the Headteacher for all aspects of the school's Financial Management, HR, Health and Safety and Premises and Procurement. They will be a member of the supportive school Senior Leadership Team and will make a key contribution to whole school planning and development. Our School Business Manager will also lead support staff in the school, including our Office Assistant and Caretaker.

Telford Infant School has a strong commitment to offering high quality professional development for all our staff and this applies equally to our Business Manager who we encourage to attend local School Business Manager network groups and relevant training.

We are very aware that it is difficult to get the feel of a school and an understanding of a new role simply from a job advert. Due to COVID-19 restrictions it is currently not possible to invite potential candidates into school for a visit. However, if you are interested in applying for this position we recommend that you explore our school website:

<https://www.telford-inf.warwickshire.sch.uk/web>

and should you wish to have an informal phone conversation with the Headteacher please contact Miss Viv Lawton in our school office on Tel. 01926 425544 who will arrange a convenient time for this to take place.

Applications:

If you are interested in this post please:

- complete the application form
- return the completed application form to Mrs. Sian Oustayiannis, Headteacher, at the above address or via e-mail: admin2326@welearn365.com
- you should also complete and return the enclosed Equal Opportunities Monitoring Form and Criminal Convictions self-disclosure.

Closing date: 10am on Monday 12th October.

Successful applicants will be notified later that day.

Interviews:

It is anticipated that interviews will be in two rounds:

1. Interview on TEAMS on Friday 16th October - from which the interview panel will short list final candidates.
2. Socially distanced interview/meeting on the school site, including a tour of the school, on the morning of Friday 23rd October from which the successful candidate will be chosen.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

Attachments:

Application Form

Job description including Person Specification

Equality Form

Criminal Convictions Self-disclosure