

**School Business Manager Vacancy**

**Overview**

Do you have an eye for detail? Can you lead and manage people and teams? Have you got the people skills to build working relationships with a range of stakeholders? At Newhall Primary Academy we are looking for a Business Manager who will oversee all aspects of the academy’s finance, administration and premises. We are looking for someone who is up for a challenge and wants to get stuck in with all aspects of our academy life!

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| Post Title: | School Business Manager |
| Contract type: | Permanent |
| Location: | Newhall Primary Academy  The Chase  Harlow |
| Working hours: | 37 hours per week (from 8.00am each day, some flexibility on finish hours is required), 43 weeks per year (38 weeks term time, 5 Inset Days and 4 other weeks to be worked during school holidays as agreed with Headteacher) |
| Start date: | 1st May 2018 |
| Salary: | Essex Pay Range Mid-point 4 (30) – Mid-point 5 (39)  (£26,822 - £34, 538 per annum, FTE)  Actual salary £24,243 - £31,217 (depending on skills/experience) |

**About us**

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, which is being built with the capacity for 420 children. The school will initially have an intake of 60 children. It will then grow year-on-year until it reaches full capacity.

The academy now has a Headteacher who is looking to appoint permanent staff to open the school with and join him in being part of the unique opportunity to build and grow the school from its infancy. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding to see the academy take shape over the next few years. To see more information about the school, please visit our website.

**About the role**

As a member of the academy’s Senior Leadership Team the Business Manager participates in the strategic management of the school and is responsible for the effective management of school resources including all aspects of the academy’s administrative systems and processes, overseeing the overall budget and strategic financial planning, the school site and buildings and being responsible for all aspects of Human Resources at academy level.

The role will grow and adapt with the academy over the coming years, and so the School Business Manager will need to be prepared for aspects of change and development as pupil and staff numbers increase over time. Ideally, we would be looking for someone to join us on 1st May 2018 to support the Headteacher in setting up systems and processes in readiness for the opening of the building in September.

Ultimately, you will be responsible for overseeing all aspects of the academy’s administration, including undertaking reception duties, being front-of-house with parents and the community, as well as overseeing school finance, premises and health and safety. The Business Manager will have a number of roles that report into them as the role expands, including other administrative staff and all premises and site staff.

Typical tasks may begin with processing invoices and payments, ensuring sufficient stock is ordered and that the school administration systems and processes are set up and run efficiently. As time goes on, greater responsibility will be given for managing the academy’s financial records and working closely with the Senior Leadership Team to manage all aspects of the academy’s resources efficiently and effectively, ensuring best-value at all times.

**What we’re looking for:**

We welcome applications from candidates with experience from educational or other financial and business backgrounds. The successful candidate will be expected to either hold or be prepared, within the first year, to achieve the Certificate in School Business Management (CSBM).  
  
The successful candidate will have:  
- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence   
- Excellent inter-personal and leadership skills as well as the ability to inspire and challenge colleagues  
- Proven experience of financial management, budgetary planning and control  
- Experience of facilities management and an understanding of Health and Safety issues  
- Have the ability to lead projects and understand change management   
- Excellent communication skills and a good sense of humour  
  
In return we can offer:  
- A commitment to you and your professional development  
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors   
- A growing learning community   
- Encouragement to develop new ideas and the opportunity to make a real difference

**How to apply**

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Debbie Gayler, Headteacher at [head@newhallacademy.org](mailto:head@newhallacademy.org) or telephone 07785 445432.

Completed applications should be sent via e-mail to [head@newhallacademy.org](mailto:head@newhallacademy.org) by 12 noon on Friday, 2nd March 2018..

Short-listed candidates will be invited for interviews w/c 12th Match 2018. Newhall Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.