



Business Manager

Start date: September 2020

We are delighted that you are considering coming to join our team. As you apply for our post, of School Business Manager, we encourage you to contact us to arrange an informal conversation with me or our Deputy Headteacher. We also suggest that you visit our website.

All our team work together to help children develop well in every way. The role of School Business Manager is crucial to this – what they do and how they do it makes a difference to the lives of children at our school and our partner school, Mistley Norman Church of England Primary School and Nursery.

We are seeking to appoint a colleague to come and join our friendly staff and lead our office team so that our finance, pupil and personnel administration are carried out efficiently and effectively. Key aspects of this role include:

1. Working with Senior Leaders, particularly the Headteacher of both schools.
2. Preparing and running budgets, including school catering trading accounts.
3. Ensuring all finance and personnel compliance is met.
4. Securing effective processing and recording of personnel matters such as DBS checks, training and contracts.
5. Enabling parents and pupils to be well supported through the way that the office team work.
6. Leading and managing the other 4 members of the office team.

Full details of the role are in the job description.

The successful candidate will receive support from the headteacher and from colleagues in the trust. This support includes all training and professional development necessary. If you come and join our team you will be joining one that works hard for the good of all our children and one that enjoys cake, chocolates and 'chippy Fridays'!

This vacancy has arisen through our current School Business Manager taking a promotion to join our trust's central team.

This post is for a September 2020 start. There is some flexibility with hours and weeks to be worked so that the equivalent of the following is fulfilled:

- 37 hours a week, with 5 to 5.6 weeks holiday, depending on length of service and bank holidays.
- 8:00 – 16:00 Monday-Thursday
- 8:00 – 15:30 Friday

The exact working pattern will be agreed on appointment, with the successful candidate.

The salary for this post is Scale 9 (band 5) point 29 – 33 £32,09 - £35,934

We have a rural/coastal location just twenty minutes from Colchester. We are an academy with the Vine Schools Trust and so have the support of the trust and of the diocese.

We are committed to safeguarding and promoting the wellbeing of our children and all staff share this commitment. This post will be subject to an enhanced DBS Disclosure, suitable references and a pre-employment medical check.

To discuss this position or to arrange to come and meet us, please contact me on head@st-osyth.essex.sch.uk or 01255 820823.

We look forward to hearing from you.

Best Regards,

Mr M Carter-Tufnell

(Headteacher of St Osyth Church of England Primary School

And

Headteacher designate of Mistley Norman Church of England Primary School and Nursery)