



**School Business Manager**  
**37 hours per week (Term Time including INSET Days)**  
**Grade 9 (25-28) FTE £33,945 - £36,648**  
**Pro rata salary range £29,375 - £31,714**

We are seeking to appoint an outstanding professional for the post of School Business Manager to join our friendly and committed staff team.

This is a role that offers a wide variety of responsibilities and requires someone who is comfortable working on their own initiative, with excellent communication and decision-making skills, whilst at the same time supporting their colleagues and helping with anything a day in school throws at them.

More details of what the role entails and the type of person we are looking for can be found in the job description and person specification.

The ideal candidate will:

- have strong leadership skills, be outward-looking, pro-active and solution focused
- work as part of the Senior Leadership Team providing strategic support to the Headteacher and the Governing Body to ensure that the school meets its educational aims
- promote the highest standards and ensure the most effective use of resources in support of the school's development priorities, with the aim of adding value across every function, from HR and facilities to procurement, income generation
- bring high standards of business management, with proven experience of managing a school budget and capital expenditure, who can take the lead in budget planning and management, within a team or individually
- provide professional management of the contractors, monitoring and evaluating to ensure best quality and best value in every area
- manage and maintain the Schools ICT systems and relationship with our ICT partner



- have the ability to see the big picture while retaining an eye for detail
- be highly organised, can multi-task, can communicate efficiently and in a timely manner and can work under pressure whilst meeting deadlines

The successful applicant will also demonstrate:

- sympathy with and interest in maintaining the school's positive Christian ethos.

St Wilfrid's is a church school with strong locality links and supportive parents and governors. We have well-behaved and enthusiastic children. We can offer you the chance to work with a team of dedicated, hardworking people who are passionate in their endeavour to provide for every individual child, ensuring that each child's talents and skills are developed and celebrated.

Visits to our school are welcomed and encouraged. To arrange a visit please contact the School Office on 01444 413707 or email [office@stwilfrids-hh.school](mailto:office@stwilfrids-hh.school). To find out more about us, please visit our website as well at [www.stwilfrids-hh.school](http://www.stwilfrids-hh.school).

If you are interested in the School Business Manager vacancy at our school, please complete an application form and email it to the Office email address. The application form is attached to this advertisement.

Our school is committed to safeguarding and promoting the welfare of children; all appointments are subject to an Enhanced DBS check. The post will also be offered subject to satisfactory references and safeguarding checks and the successful candidate will also be required to sign a declaration confirming that they are not disqualified from undertaking this work under the 'Childcare (Disqualification) Regulations 2009'.

Pay: NJC Grade 9 (Spinal Point Range 25-28)  
Closing date: Wednesday, 4<sup>th</sup> September 2024  
Interview Date: Friday, 6<sup>th</sup> September 2024  
Start Date: Monday, 4<sup>th</sup> November 2024