



## School Business Manager

35 hours per week

Monday – Friday, Term Time plus 3 weeks

Full Time Salary £35,745 - £39,880

(Actual Salary £31,457 - £35,097)

Required from 4<sup>th</sup> January 2022

This is a fantastic opportunity to join our vibrant and welcoming school, situated in the heart of Wolverton. Our School Business Manager is retiring in June, and because of this, we are looking for a motivated and conscientious School Business Manager to join our Senior Leadership Team. We are hoping that the successful applicant will be able to join us soon to ease transition and give time for support and induction. The ideal plan would be that any new candidate is able to work alongside our outgoing School Business Manager. Previous experience in education is desirable but not essential; more relevant are your skills and the ability to demonstrate patience, resilience, a willingness to train and attention to detail.

The successful candidate will be someone with a genuine desire to work in a busy environment and lead a small, hardworking friendly team. They will be highly valued, assisting the Senior Leadership Team in ensuring the school meets its educational aims and, with them, lead and manage all aspects of financial management which includes controlling our school budget and expenditure; human resource management; payroll submissions; facilities management including lettings; management of the pupil database and health and safety administration. More details will be supplied in the role profile.

We are seeking a highly organised and professional individual and the successful candidate will be:

- Strategic in their thinking
- Reflective in their practice
- Skilled at managing time, systems and people
- Able to meet deadlines in high pressured situations
- Highly organised, flexible and responsive to change
- An excellent communicator who is fully supportive of our values.

The role is for 35 hours per week for 42 weeks per year – term time plus INSET days plus 3 weeks, including occasional evening meetings to support Governors' leadership. The Headteachers warmly encourage you to arrange a visit to the school to discuss the role further. Telephone appointments are also welcomed for initial discussions. Further details and a detailed job description are available from the School Office.

An application form, job description and person specification are available on our website [www.bushfieldschool.net](http://www.bushfieldschool.net) Please contact Julie Gates, School Business Manager at [j.gates@bushfieldschool.org](mailto:j.gates@bushfieldschool.org) or telephone the school office on 01908 314876.

**Deadline for applying 30<sup>th</sup> November**  
**With successful applicants interviewed 6<sup>th</sup> December**

Bushfield School is committed to safeguarding children. Applicants undergo an enhanced DBS check and all appointments will be subject to verified references.

