



Part Time Business Manager

Temporary in first instance

Churchstanton Primary School is an inclusive school where all children are supported to achieve their full potential. We are looking for an experienced Business Manager to join our friendly, successful team, working part-time in the school office. This part-time post is to cover long term sickness but could become permanent.

Post: Part Time Business Manager

Responsible to: The Headteacher

Hours: 2 days per week 8.30am-3.30pm – days and times to be negotiated

Salary Scale: Grade: 12 Point 12 has a FTE of £22,183 (pro rata)

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

We are looking for someone who will:

- Have experience of financial management in schools
- Have good IT skills and be confident using Microsoft Office, SIMS & FMS.
- Be organised and efficient.
- Be the friendly face of the school for parents and visitors as a first point of contact.
- Be a team player and flexible in approach.

In return we can offer:

- A unique, rural working environment.
- A friendly, supportive school community of parents and carers.
- A friendly, supportive Governing Body, Staff and Head Teacher.
- Happy children who are well-behaved.
- A commitment to continuing professional development and training.

Job Description

- To ensure the smooth day to day operation of the school, with efficient and effective financial and administrative processes and procedures while maintaining standards appropriate to the school requirements (e.g. invoicing and account management).
- Produces reports (administrative and financial) on a regular basis to inform decision making within the school and governor committees.
- Ensures the availability of supplies (e.g. fuel, cleaning, school consumables), and that Health and Safety requirements are met.
- Responsible for supporting an admin assistant with administrative duties.
- Support the decision making process to help solve any financial challenges.
- Be responsible for ensuring the SCR and all DBS requirements is/are complete, up to date and adheres to current policies and best practice.

Personal Specification

Essential

- Good standard of practical experience and skill level gained from several years' financial or administrative experience.
- Good knowledge of financial management
- Excellent attention to detail
- Effective communication and interpersonal skills
- Ability to build effective working relationships with staff and other stakeholders

Desirable

- Successful leadership and management experience in a school, or in a relevant field outside education

Qualifications

Essential

- Good English and Maths skills – Grade C GCSE or equivalent
- Have good IT skills and be confident using Microsoft Office
- Experience of using SIMS & FMS

Desirable

- A school business management qualification such as the level 4 diploma in school business management

Personal Qualities

Essential

- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality

Desirable

- Flexible and adaptable attitude
- Good communication skills
- Good telephone manner
- Sense of humour

We are excited to be able to offer you the opportunity to join our warm and friendly team here at Churchstanton Primary School. If you feel that you could make a difference and enhance our team, we look forward to hearing from you.

Visits to the school are warmly welcomed and encouraged. Please contact the school office on **01823 601354** or sch.105@educ.somerset.gov.uk to arrange a visit.

Closing date for applications and short listing: **Monday 27th September 2021**

Interviews: Tuesday 5th October 2021

We are committed to safeguarding and promoting the welfare of all children; this commitment is reflected in our recruitment process. The successful candidate will be subject to enhanced DBS disclosure and disqualification by association and will require suitable professional references.

Please return completed application forms marked 'Private & Confidential' to the Headteacher, Mrs C Halstead by post or by email: sch.105@educ.somerset.gov.uk