

School Business Manager 1, Grade 7-8

37 hours per week, term time + 3 weeks

The Governors of St Mary Magdalene's RC Primary School, Burnley are looking for a School Business Manager to join our friendly school team. The successful candidate will work closely with the headteacher and staff to contribute to the strategic direction of the school and, as such, must have very good organisational skills, the ability to work proactively and under pressure

The School Business Manager is the school's leading support staff professional and works as a key part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that school meets its educational aims.

The School Business Manager is responsible for the effective and efficient operational and strategic direction and the management and leadership of all aspects of Finance, HR, Payroll, Procurement, Site and Facilities Management, Traded Services, Administration, Business Planning, Performance Reporting, Risk Management, Health & Safety, Legal and Insurance and data protection.

The successful candidate will be a dynamic, innovative and solution focused leader, capable of motivating a support services team to provide the highest level of service. They must be able to work flexibly to meet the demands of the role. They will have the confidence to work in partnership with senior leaders and governors, as well as liaise with external agencies. Excellent written and verbal communication skills are essential. The successful candidate will be fully conversant with Keeping Children Safe requirements including ensuring robust recruitment processes.

The main duties of the post will include: (Please see Job Description)

Leadership & Strategy

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team
3. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage all school support staff

General duties:

- Financial Resource Management
- Administration Management
- Management Information Systems & ICT
- Human Resource Management
- Facility & Property Management
- Health & Safety

Essential Qualifications:

A minimum (or equivalent) of 5 GCSE's including maths and English

Desirable Qualifications:

CSBM/DBSM/ADSBM (or working towards/willingness to study)
Higher level qualifications at A Level or equivalent
Evidence of continuing professional development

Essential Experience:

Experience of SIMS and FMS (Finance 6)
Knowledge of ORACLE, payroll and HR
The ability to use initiative and work independently
Highly effective time management skills with the ability to work under pressure and meet deadlines
Previous financial budgetary and management responsibilities
Use of IT systems for managing financial systems
Previous experience in a school environment

Desirable Experience:

Working knowledge of Schools Portal
Experience of H&S and premises management
Experience of safeguarding issues

For an informal discussion, please contact: School Office
Visits to the schools are welcomed, please 01282 436880 to make an appointment

E:mail: enquiries@st-marymagdalenesrc.lancs.sch.uk

Closing Date: Tuesday 8th December 2020 12 Noon.
Interview Date: Friday 11th December 2020

School Website: <https://smmrcburnley.school/>