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Executive Headteacher: Kate House

### School Business Manager

We are seeking to appoint an efficient and enthusiastic, part time School Business Manager for our federation of schools. Hampstead Norreys CE Primary School and The Ilsleys Primary school are warm, friendly places to work where you will work as part of a team and help support our everyday life.

There could also be an opportunity through the apprenticeship scheme to offer training should the successful candidate wish to do this. If you are interested, please enquire at time of application.

Salary: Grade H Point 23-29. £32,076 to £37,336 ( Pro- rata )

22 hours a week, term time only. Required to start June 2024. Full handover available if required.

#### **You will need to demonstrate that you:**

- have a proven track record of effective financial management
- contribute to the overall ethos, work and the aims of the school
- be responsible for overall financial management of income and costs e.g. payroll and budget preparations
- be responsible for identifying and exploiting cost saving and procurement opportunities
- meet all policy, statutory and reporting obligations

#### **Candidates will need to have:**

- experience of working in a school, and finance would be preferable
- experience of operating at strategic levels within an organisation
- experience of dealing with personnel & HR issues
- excellent communication skills
- ability to gain the confidence of a wide group of stakeholders
- demonstrate a high standard of literacy & IT presentation skills
- Appropriate IT skills are essential. A good knowledge of Excel & SIMs (desirable)

Visits to the school are welcomed and any questions can be emailed to our current School Business Manager, Mrs Biant at [finance@ilsleys.w-berks.sch.uk](mailto:finance@ilsleys.w-berks.sch.uk). Please note the schools are closed for the Easter break from Thursday 28 March and we return on Monday 15 April. Emails **will not** be responded to during the break.

Please check our website for details about the school and the federation on [www.theilsleysprimary.net](http://www.theilsleysprimary.net), where you will also find application documents as well as a job description and person specification.

**Closing date: 26.04.24**

**Interview date: TBC**

*The federation of Hampstead Norreys C E and The Ilsleys primary schools and West Berkshire Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Criminal Records Bureau check along with other relevant employment checks*

