



# School Business Manager

## Full-time Permanent Role

(part-time may be available for the right candidate)

**Salary range: Grade 12 to 15 (£39,571 - £54,880)**

We are looking to appoint an enthusiastic and self-motivated School Business Manager for this key role, leading on all aspects of finance, HR, IT and premises management. You will have excellent leadership and organisational skills as well as the ability to relate to and build trust with a variety of stakeholders.

The successful applicant will work with the Senior Leadership Team, to drive our excellent school forward to further success, making a difference to the education and opportunities of our students every day.

This is a full-time, permanent position but could be offered on a part-time basis depending on the needs of the school and the skills and experience of the appointed candidate. We would require a part-time person to work for a minimum of 28 hours per week.

The successful candidate will also need to:

- have a proven track record of effective financial management
- have the ability to work using their own initiative, prioritising and meeting deadlines
- have experience of leading and managing a team
- have knowledge of current health and safety law
- have experience of payroll and HR management
- have experience of managing infra-structure development projects
- report to the Head Teacher and Governors and be able to support the school in meeting all statutory requirements
- ideally have relevant school experience and knowledge of school management procedures, including SIMS and HCSS

In return we can offer you:

- a warm, supportive and vibrant school community
- support of a strong Governing Body and Senior Leadership Team
- further training and support with your career advancement.

For further information including a job description, a person specification and an application form please see the vacancies page on our website: <https://langtreeschool.com/vacancies/> or contact Mary Taylor Lane [mtaylorlane@langtreeschool.com](mailto:mtaylorlane@langtreeschool.com). Visits to Langtree are welcome please contact Mary Taylor-Lane

**Applications will only be accepted on a fully completed Langtree School application form.**

Langtree School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, in line with Langtree School's Safer Recruitment Policy, an enhanced DBS disclosure is required for this post.

**Please apply to the Headteacher via Mary Taylor Lane at the above email address.**

**Closing date: 10th June 2022 however, applications will be considered upon receipt.**