



Monkseaton Middle School

School Business Manager (permanent)

September 2024

Grade 9

Term time only, discussions are welcomed on flexible working, part time/full time opportunity available

Governors are looking to appoint an experienced and highly effective School Business Manager to play a key role in the continued development of our school. The successful candidate may have experience of leading teams of staff and may have worked effectively at an operational and strategic level in business management.

The core responsibilities of the post are to provide management of Finance, Human Resources, Governance, Premises and Health and Safety.

The successful postholder will demonstrate:

- Highly effective communication skills including the ability to influence and negotiate
- A proven track record in prioritising, planning, organising and evaluating
- The ability to develop successful teams
- The ability to engage, motivate and inspire staff
- An ability to identify opportunities for improvement in services and to manage these to successful completion

We do expect that candidates are passionate about working in an environment where our young people are at the heart of everything that we do. As a School Business Manager, you will be expected to be a part of school life and to be flexible and adaptable in your approach in response to the priorities of the school.

The closing date for applications is 10am 16th September 2024. All applications should be addressed to me and returned to Kirsty Nichols-Mackay (Headteacher) either by post to Monkseaton Middle School, Vernon Drive, Whitley Bay, NE25 8JN or by email to admin@monkseatonmiddle.org

Shortlisting will take place Monday 16th September and those candidates invited for interview will be notified. Interviews will take place Wednesday 18th September at 9am.

*Please note Monkseaton Middle School is committed to Safer Recruitment and Safeguarding and promoting the welfare of children and young people. An enhanced DBS will be required for this post. Any submissions received with an incomplete application form **will not be considered**. A Curriculum Vitae will not be accepted alone.*

Kirsty Nichols-Mackay
Headteacher