

**Executive Headteacher: Mrs C M Williams**

Federation Business Manager

Permanent

37 Hours per week

46.3 weeks per year

Grade 10 points 26 – 28

(£15.78 - £16.71 per hour, pay award pending)

Required 1st June 2022 or sooner if possible.

The Harris Gough Federation is looking for a Federation Business Manager following the retirement of our current Business Manager.

The Headteacher and Governors are looking to appoint an experienced Business Manager to play a key role in the administration and leadership of our happy and thriving federation. This is a permanent position working 37 hours per week across Baschurch and Myddle Primary Schools..

This role has an exciting balance of operational and strategic development responsibilities across the school’s finance, administration, HR, Health and Safety, IT and premises.

The successful candidate will become an important member of the federation Senior Leadership Team and they will have responsibility for three teams of staff: the admin team, the catering team and the premises team.

We are looking for somebody with strong financial skills and preferably local authority experience, including Business World /Unit 4 ERP. You will also have experience in leading and motivating teams, operate strategically and communicate effectively.

Both of our schools have a family-feel and we are looking for someone who would fit in well with our ethos; a passion for education and the ability to contribute to school improvement.

We are seeking a School Business Manager who:

* Is determined to make a difference to our school community
* Can ensure effective management, reporting and recording of the school's finances
* Shows an ability to use existing resources to overcome challenges and create new and effective solutions
* Understands and analyses data to identify options and provide recommendations
* Demonstrates courage, emotional intelligence, integrity and confidence
* Is a highly effective communicator
* Works well as part of a team

The federation can offer you:

* Children and staff who enjoy learning together
* An inclusive and caring ethos
* A committed and dedicated staff team
* A supportive leadership team with excellent CPD opportunities
* A warm and positive environment where everyone is valued

Other essential requirements include:

* Enhanced DBS Disclosure, Overseas Police Clearances (if applicable) and professional reference checks
* Legal right to work in the UK

You will be expected to:

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

Further details can be found in the application pack and you are very welcome to phone the school for a chat with the current SBM, Lorraine Knight on 01939 260443. We also encourage you to come and look around if you are able to, please call and make an appointment.

Please return application forms to admin@baschurch.shropshire.sch.uk

Closing date: 6th April 2022 at noon

Interview date: 28th April 2022