



St. Mary and St. Giles Church of England School



School Business Manager

37 hours per week, 41 weeks per year + 3 evening meetings per year
£34,788 full time equivalent

The Governing Body is seeking to appoint a well organised and dedicated Business Manager to ensure the effective and efficient business management across St Mary and St Giles School. The school has two sites (North site based in Stony Stratford and South Site based in Galley Hill). We are in a period of extension with additional classes being built at our North site.

A major part of this role is to create revenue for the school and to directly assist the Headteacher with the provision of business planning and strategic direction, operational management of all non-teaching functions and ensuring efficiency and best value. School Business Managers support the Head Teacher by the provision of expert advice and guidance in relation to finance, HR, asset and estate management and administrative policy and practice.

The ability to be highly organised in day-to-day work, to prioritise effectively and to meet deadlines are essential along with an innovative approach to work.

The successful candidate must have a recognised school management qualification or equivalent to minimum NVQ4 level qualification and be able to promote the highest standards of business ethos within the administrative function of the school. Financial management is essential with the ability to be able to balance sheet/P&L Level. Experience of working in an educational setting and knowledge of SIMs software are desirable but not essential as training will be given.

As a Church of England School our Christian vision is at the core of everything we do, underpinning our teaching and learning, and providing an environment in which everyone, children and adults, can be their best and do their best. Everyone, of any faith or none, is welcome to St Mary and St Giles, we expect all members of staff to work collaboratively within our vision.

If you are innovative, dynamic, and driven to secure the best possible life chances for our children, then we want to hear from you!

Visits are both welcome and encouraged. For an application pack or to arrange an informal visit please contact Christine Smith, via email sbm@smsg.uk.com

Closing date: Midday, Tuesday 26th February 2019
Interviews: Thursday 28th February 2019

St Mary and St Giles School is fully committed to safer recruitment practice. Pre-employment checks will always be undertaken before any appointment is confirmed.

All prospective employees are subject to an enhanced DBS check and any offer of employment is subject to these. St Mary and St Giles School is an equal opportunities employer.