



The Willows School and Early Years Centre  
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**To become honest, active citizens  
and lifelong learners in a global society**



## **School Business Manager Starting September 2024**

Permanent

25-30 hours per week with flexibility around times

Pay Band G - H: £34,834 – £44,428 (FTE)

Dependant on experience



### **Are you looking for a new challenge where your impact is valued and each day is different?**

The Willows School and Early Years Centre is a thriving Infant School with a nursery. We are looking to appoint a passionate, professional business manager to lead on finance, HR and operations in the school, as well as playing a key role on the senior leadership team.

#### **We can offer you:**

- A flexible work environment with the ability to work hours that fit around you and your family including the potential for some hybrid working.
- Opportunities for CPD (from general training up to Level 7).
- LGPS pension scheme, access to a free wellbeing app and a commitment to wellbeing.
- A supportive leadership team, a friendly workplace and a chance to make a real difference in the lives of our children.

#### **We are looking for someone who:**

- Is financially minded, able to assess and plan finance and resources over medium and long term time periods, and confident communicating these to various stakeholders.
- Has experience in forming and maintaining collaborative relationships with colleagues. Experience of line management would be advantageous.
- Is wanting to progress their career in education and looks for opportunities to continuously learn and develop, keeping up to date with changes in the sector.
- Adopts a flexible approach to their responsibilities, always prioritising the needs and welfare of our children, while managing and improving all aspects of non-teaching areas in the school.
- Is highly motivated, enthusiastic, and willing to be involved in all aspects of school life.
- Has gained or is working towards a level 4 qualification in school management, finance or similar.

The Willows School is committed to equal opportunities and we encourage applications from applicants from all backgrounds. The Willows School reserves the right to withdraw this advert at any time. We encourage applicants to look round our school. **Visits to the school are welcome** - please contact the school office to book a time. Application packs are available from the school office or our website. All applications **must** be made using the Milton Keynes Council application form.

**Closing date for applications: 17<sup>th</sup> June 2024**

Interviews will be held week commencing 24<sup>th</sup> June 2024

*The Willows School and EYC is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the centre's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives. The successful applicant will require an Enhanced DBS check. References may be taken up prior to interview.*