Oldhill Community School are looking to appoint a School Business Manager with immediate start (though are willing to wait for the right candidate)

Scale: P08 (£57,909 to £ £58,995)

Contract term: Permanent (52 weeks x 36 hours per week preferred – willing to negotiate the contract term for the right candidate)

The Governing Body and Headteacher of Oldhill Community School and Children’s Centre are seeking to appoint a collaborative, self-assured and organised Business Manager to build on the vision and aspirations of our inclusive school. We are a multi-cultural school with a vision of ‘Proudly Achieving Together’. We are committed to building on the excellent improvements we have made, providing the best education possible for our pupils, within a culture of togetherness. and are keen to attract quality leaders who can work within this ethos.

The Business Manager is a key role within the Leadership Team in this continually improving school. As the Business manager, you will be expected to lead on all aspects of finance, administration, HR and operations within the school.

The post-holder will be the school’s leading personnel professional and provide leadership and management of the school’s support staff systems. The successful candidate should possess experience in Finance and HR, and demonstrate a broad understanding of managing and organising these areas across the school.

The Business Manager will also work closely with the Headteacher to enable the development of quality systems, monitoring and information reports for Governors.

We are looking for candidates who:

* Have experience working within a school
* Is confident in leading staff and be able to function well as part of a team
* Be highly organised and have the ability to work under pressure in order to meet deadlines.
* Be able to present data and information on the school budget and finances to governors and senior staff
* Positively build on the management and quality of our support services ensuring best value
* Have the Certificate of School Business Management (CSBM) or equivalent relevant qualification
* Have experience of strategic financial management/planning, performance management, health/safety and HR policies and procedures
* Strategically and operationally contribute at Governor and leadership meetings
* Able to work on their own initiative with excellent literacy, numeracy and IT skills, and willingness to work flexibly.

We can offer:

* A supportive and ambitious leadership team and Governing Board
* New professional challenges and a rewarding career
* Keen and resilient staff
* A great working environment to develop your leadership and management skills across varied areas of support services
* Local Government Pension Scheme (LGPS)

Please complete the attached application and return to the school. email [**admin@Oldhill.hackney.sch.uk**](mailto:admin@Oldhill.hackney.sch.uk) **or Oldhill Community School, Oldhill Street, London N16 6LR. The Headteacher welcomes visits, please contact the School Office on 0208 806 4130 to arrange.**

**Closing date for applications: Monday 20th March 2023 at 12.00pm**

**Interviews will take place: *Week commencing 27th March 2023***

*Oldhill Community School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexuality or age. These posts are subject to an enhanced criminal records check and references.*