

## School Business Manager

William Patten is an outstanding two form entry school in Stoke Newington with a friendly and hardworking staff and governors, fantastic children and a very supportive parent community.

The Governing Body wish to appoint an experienced, well-motivated and dedicated School Business Manager to join our thriving school community.

|                                |  |
|--------------------------------|--|
| <b>Grade:</b>                  | PO5 (Point 40 – 42, £46,536 - £ 48,576)            |
| <b>Contract type and term:</b> | Permanent and full time                            |
| <b>Hours:</b>                  | 36 hours per week, all year round                  |
| <b>Responsible to:</b>         | Headteacher and Governing Body                     |
| <b>Responsible for:</b>        | Premises Team, Catering Team, Finance, Office Team |

Term time: Monday – Friday 8.30am – 4.45pm (4.30pm on Friday) with an hour for lunch

Holiday periods – times to be arranged in agreement with Head teacher

The School Business Manager will provide professional leadership and management to the support services of the school and will enhance the effectiveness, success and improved efficiency of systems and resources, thereby ensuring a higher standard of learning and resulting in improved standards of achievement.

The SBM will promote the highest standards of business in the ethos of the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives.

The successful candidate will be a valued member of the Senior Leadership Team and will interact with a wide variety of stakeholders including staff, governors, parents, pupils and contractors.

This role is key to the success of the school and we seek a SBM who has a positive attitude, who cares about making a difference to the outcomes of our children and contributing to the wider school community. The successful candidate will need to be a team player who is able to multi task effectively, motivate others and demonstrate a commitment to achieving high standards. Ideally the post-holder will possess relevant SBM qualifications and will have had

experience in a similar environment or can bring high quality, transferable skills from a business environment. Additionally, central to the role is the identification of new funding streams and activities which will generate additional income for the school.

The successful candidate will work within an experienced leadership team and be afforded autonomy to lead and drive forward change.

Visits are encouraged and warmly welcomed. Visits will take place on Wednesday 2<sup>nd</sup> December and Thursday 3<sup>rd</sup> December from 3.45pm. Please contact Carole Spanton on [cspanton@williampatten.hackney.sch.uk](mailto:cspanton@williampatten.hackney.sch.uk) to arrange a time to visit.

**Closing date for applications:** Friday 4th December 2020 at 9.00am

**Shortlisting:** Friday 4th December 2020

**Interviews:** Tuesday 8<sup>th</sup> December 2020

William Patten Primary School is committed to safeguarding all children.

Successful candidates will require a DBS clearance and suitable references before commencing employment.

We are committed to diversity, equality and inclusion and welcome applications from all section of the community, regardless of gender, race, religion, disability, sexual orientation or age.

