



School Business Manager Vacancy

Location The Glebe Primary School

Salary £31,346 - £33,782 Pro Rata – Actual Salary TBC

Closing Date 12.00 noon on Friday 12th March 2021

Benefits & Grade K 27-30

Contract Details Permanent

Contract Hours 37 hours per week, term time only

Disclosure The Glebe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance.

Interview Date Provisionally WC 15th March 2021

Job Description

At The Glebe Primary School, we are proud of the sense of belonging and security that children feel when they are part of our community. We are a Unicef Rights Respecting School. We believe that children can reach their potential to grow socially, morally and educationally- in a warm, lively and caring atmosphere. We have a committed, enthusiastic and supportive staff team. The Glebe Primary School is a large primary school situated in Norton, Stockton on Tees.

For this fast-paced role, we are seeking to appoint an experienced, highly skilled and well qualified School Finance Manager to work alongside the Headteacher and School Leadership Team. The successful candidate will be expected to:

- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most cost-effective use of resources in support of the school's operation and improvement priorities
- Establish excellent relationships with children, staff, parents and all members of the school community, acting as a role model and demonstrating the highest expectations of the school.
- Demonstrate excellent and dynamic leadership skills, alongside attention to detail and good operations management experience
- Provide strong business acumen, be driven and self-motivated with a proven track record in excellent service delivery and achieving goals and objectives
- Be an effective leader able to develop staff and lead continuous improvement initiatives in a pragmatic and cost-efficient manner

- Have a good understanding of educational management issues
- Adapt approaches in order to respond to regular change within education

For further information about the role and to download an application form, please visit <https://www.theglebeprimary.org.uk/> - (Staff / Vacancies) and return your completed application FAO: Mrs Moralee, Headteacher, to The Glebe Primary School, Pulford Road, Norton, Stockton on Tees. TS20 1QY or electronically by email (theglebe@sbcschools.org.uk) by 12.00pm on the closing date.

If you would like an informal conversation with the outgoing School Finance Manager (Liz Elwell) to discuss the role in more detail, please contact the school to make a telephone appointment on (01642) 360876. Due to the current COVID19 restrictions, we are unable to offer visits to the school on this occasion.

Due to the expected high demand for this position, we will only contact candidates who are shortlisted for interview.