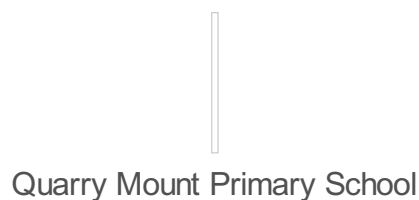


School Business Manager

School:	Quarry Mount Primary School	Posted:	20th May 2019
Location:	Leeds, West Yorkshire	Expires:	31st May 2019 11:05 PM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	SO1	Job ID:	1049322
Hours:	Term Time		



School Business Manager

Salary details: SO1

Contract Type: Permanent Appointment

Hours per Week: TTO + 5 days

Our school is a small, inner-city, friendly, diverse school where staff and children enjoy coming to school. This is an exciting opportunity to make the job your own in this post which aims to take the school on to its next stage of development.

We would like to appoint a school business manager who:

- Is committed to safeguarding the children in our care and adheres to safeguarding policy and procedures
- Has experience in finance management and business management within an education setting
- Has excellent communication skills
- Has recent experience and knowledge of working with SIMs and FMS
- Has the ability to work as part of a team and being flexible and adaptable
- Has experience of completing statutory returns
- Has experience of school admission processes

In return, we can offer the successful candidate the opportunity:

- A good school with children who are willing and eager to learn
- A committed staff who are committed to providing the very best outcomes for pupils
- To work with supportive SLT and governing body
- To be part of a forward thinking school in a strong inner-city community

Closing date: 31 May 2019 11:00 PM

Candidates will be shortlisted on 3rd June and interviews will take place on the 10th June.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We promote diversity and want a workforce which reflects the population of Leeds.

Safeguarding Statement:

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check (formerly Criminal Records Bureau disclosure). We promote diversity and want a workforce which reflects the population of Leeds.