

**Newchurch CP
Glebelands,
Culcheth,
Warrington.
WA3 4DX**



Headteacher: Mrs Sara Lawrenson
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Business Manager

Grade 7 (£26,470-29,909 pro rata)

Hours 37 hours per week

Required for January 2019

Number on roll: 206

The governors, staff and children are seeking to appoint an outstanding individual to join our school to build upon and continue to deliver exceptional standards across all areas of our school.

This is a new and exciting role and we are a forward thinking and creative school with exceptional children who are keen to learn and a committed and friendly staff team. We are looking for a strong experienced candidate who can provide strategic vision and leadership in all aspects of school administration, in particular Finance, Premises and Facilities and Human Resources.

The successful candidate will join and be fully supported by an experienced senior leadership team, united around clear school priorities. The Business Manager will be instrumental in shaping our future strategy of income generation and leading on all the areas of a busy school office.

You will:

- Have good interpersonal and leadership skills
- Demonstrate excellent communication skills
- Be highly organised, reliable and able to use time management skills effectively
- Have high expectations
- Be approachable and friendly
- Possess self-motivation and initiative to work as part of a team as well as individually

- Have excellent numeracy and literacy skills
- Have the qualification for School Business Management or a willingness to undertake the training

The successful candidate will have confidence and experience in strategic planning; school administration and management; finance; budget planning and implementation; procurement; human resources; facilities management; governance and the ability to head varied teams of support staff in a school environment. Above all they will be flexible and well organised and able to manage time efficiently.

We can offer you:

- A happy and supportive working environment with high expectations and standards
- A supportive and inclusive school community where everyone is valued
- Excellent professional development and training opportunities
- A welcoming, friendly and talented staff team and supportive and active Governing Body

Closing Date: Friday 30th November 2018 10am

Short listing: week commencing 3rd December 2018

Provisional Interview Date: week commencing 10th December 2018

We are committed to safeguarding our pupils and each other. The successful applicant will be required to apply for enhanced disclosure from the Disclosure and Barring Service. Further details can be found on homeoffice.gov.uk/agencies-public-bodies/dbs/

Application packs are available from the school website, visit www.newchurchprimary.co.uk to download an application pack. Visits to the school, prior to interview are welcome and strongly recommended, please contact school for an appointment on 01925 763427

Newchurch Primary School, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority.