

DAVYHULME PRIMARY SCHOOL

Canterbury Road

Davyhulme

Manchester

M41 0RX

Tel: 0161 748 3392

Headteacher: Miss Kate Brookes

Email address: recruitment@davyhulmeprimary.com

SCHOOL BUSINESS MANAGER

Band 7: Pt 26-29 (£34,834-£37,336) FTE (pay award pending)

Working pattern: Full time: 36.25 hours per week (term time plus 2 weeks)

Contract: Permanent

Start date: October 2024 or as soon as possible thereafter

The Governors of Davyhulme Primary School wish to appoint an experienced and highly motivated School Business Manager to join our successful, hardworking and dedicated team.

As a member of the Senior Leadership Team the purpose of the role is to manage business support functions across school including financial management, human resources, administration, facilities management and health and safety.

The successful candidate will have a background in financial management and demonstrate excellent leadership and interpersonal skills with the ability to collaborate effectively with all stakeholders.

The role:

- Primary focus: To lead and advise on all aspects of financial management, working in partnership with the Headteacher and Governors to ensure financial sustainability. To ensure accurate financial records are maintained and report on a regular basis to Headteacher, SLT and Governors to inform decision making. Manage financial systems and ensure secure, robust financial procedures are in place.
- To manage business support functions across school including financial management, human resources, administration, facilities management and health and safety.
- Line management of Admin and Facilities staff as advised
- Member of Senior Leadership Team

We are looking for a School Business Manager who:

- has a passion for finance and experience of managing budgets
- has excellent communication skills and has experience of presenting financial information to school leaders and Governors
- is forward thinking, proactive and highly organised with meticulous attention to detail
- has experience of managing a team
- has a strong work ethic, enthusiasm and sense of humour
- will be able to exercise discretion and confidentiality
- can work under pressure managing competing priorities

In return we can offer:

- A nurturing school with outstanding, caring and dedicated staff
- A supportive and focused Senior Leadership Team
- Commitment to continued professional development
- Happy, well behaved children who are eager to learn
- A well maintained working environment with beautiful grounds

Please send completed application forms for the attention of Miss Kate Brookes to recruitment@davyhulmeprimary.com

Please note CVs will not be accepted.

Closing date: Monday, 2 September 2024

Interview date: Wednesday, 11 September 2024

A virtual tour of the school is available on our website: www.davyhulmeprimary.com. If you have any questions please contact recruitment@davyhulmeprimary.com (this email will be monitored periodically throughout the holidays)

Davyhulme Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) online/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.