

Advert

School Business Manager Grade 10

Annual full time equivalent salary: £31,895 to £34,373 per annum

Actual annual salary per £27,043.61 to £29,144.70 per annum

40 weeks per year (termtime plus two weeks): 35 hours per week

To start September 2022

This is an exciting and new opportunity as Springfield School is seeking to appoint a School Business Manager to advise and support the Head Teacher and Senior Leadership Team in providing vision, strategic direction, professional leadership and management to ensure high quality education, pastoral and therapeutic care for all students.

The role is responsible for all aspects of school business management, including finance, administration, human resources, procurement and data protection.

Following successful application, the job description and wider responsibilities for this role will be finalised based on the strengths and experience of the post holder.

The successful candidate will:

- Have relevant experience of working in a business environment at a similar level
- Have administrative experience in a management capacity
- Have knowledge and understanding of financial principles and controls, budget planning and management procedures
- Understand HR principles, policies and procedures
- Knowledge of administrative systems and working practices
- Be committed to and able to promote the aims of the School and the values of the Trust
- Be committed to the welfare, wellbeing and Safeguarding of pupils

Application Process

To apply for this post, please email your application form to office.7012@springfield.oxon.sch.uk. You can download an application form and job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Monday 11th July 2022 at 17:00pm** to office.7012@springfield.oxon.sch.uk or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.