
MOOR HALL PRIMARY SCHOOL

Telephone Number: 0121 675 3966

Job Start Date: 01/09/2019

Job Position: School Business Manager

Grade: GR5

Temporary/Permanent: Permanent

Hours: 0.6 FTE (term time only with two additional weeks of work required during school holiday period to be negotiated).

Closing Date: 26th June, 2019 at 4pm

We have an exciting new position available in our Ofsted 'Outstanding' school as we look to appoint a highly organised and proactive School Business Manager. The primary duties will be to manage our school's office staff and provide financial and facilities oversight, taking responsibility for the management of financial resources, office administration, H&S, facilities and the SCR.

. The successful candidate will work closely with senior leaders and the governing body to continue maintain our high standards and develop our school further.

This new post will involve strategic leadership for all business related/non-academic functions of the school with the support of our administrative/office staff. We wish to spread the 0.6 role over 5 working days in order to ensure a daily presence at our school.

From September 2018 Moor Hall commenced our expansion and are taking on two classes per year, previously a one class intake. Our beautiful new building containing 8 new classrooms has just been completed.

We require someone who:

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- Can support our vision of the 'Moor Hall Child'.
 - Can demonstrate extensive, relevant experience and proven personal impact within their current, or previous role.
 - Can provide professional leadership and management of school support staff.
 - Promotes the highest standards of business ethos and strategically ensures the most effective use of resources.
 - Can lead by example and remain calm under pressure, demonstrating a highly professional nature
 - Has excellent inter-personal skills and possesses initiative
 - Has the flexibility to meet challenges as they arise
 - Has clear leadership experience, line managing teams of people and projects
 - Has outstanding ICT skills
 - Has a good understanding of finances, preferably in a school setting
 - Holds or willing to commence a Certificate of School Business Management (or equivalent)

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

We Can Offer:

- Professional and friendly working environment.
- A newly expanding school, at an exciting time of growth.
- Well behaved, kind and polite children.
- High academic standards and achievements.
- The opportunity to work with a new, highly motivated, SLT to be in place from September 2019.
- The opportunity to undertake strategic leadership during a time of growth
- The opportunity to work across our eleven Learning Trust for Excellence schools.

How to apply

Visits to the school are encouraged; to arrange a visit please contact the school (0121 675 3966)

For a paper version of the application pack (form, job description and person spec) please contact the school; for an electronic pack please email: enquiry@moorhall.bham.sch.uk

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including:

Support Staff

enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.

References

All applicants will be required to provide two suitable references.

Terms and conditions

BCC is a Living Wage employer.