

Whinney Banks Primary School  
Fakenham Avenue  
Middlesbrough  
TS5 4QQ  
Tel: 01642 817713  
Website: [www.whinneybanks.org.uk](http://www.whinneybanks.org.uk)  
Email: [whinneybanks@mcschools.org.uk](mailto:whinneybanks@mcschools.org.uk)

### **School Business Manager**

|                            |  |
|----------------------------|--|
| <b>Head Teacher:</b>       | Mrs S Thorpe                                   |
| <b>Salary:</b>             | Grade I (Actual salary range: £23855 - £25294) |
| <b>Hours:</b>              | 37 hours per week – Term time plus 10 days.    |
| <b>Contractual Status:</b> | Permanent                                      |
| <b>Numbers on roll:</b>    | 420 + 39 place Nursery (plus 2Y0 setting)      |
| <b>Required from:</b>      | Summer term 2021                               |

We are seeking to recruit an enthusiastic, effective, experienced and highly skilled School Business Manager with excellent people skills.

The School Business Manager (SBM) plays a key role in managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, premises management, whole school administration, management information systems and compliance. They are responsible for providing professional leadership and, in partnership with the Senior Leadership Team, enhance the effectiveness and achievements of the school.

The position of School Business Manager is wide and varied and therefore requires an individual who can embrace the complexity of this role.

This is an excellent opportunity for a highly professional individual to join our hardworking and passionate team. We offer a very supportive staff and an exciting and stimulating environment.

#### **The successful applicant will:**

- have relevant qualifications and suitable experience;
- have excellent communication and interpersonal skills;
- be self-motivated, organised and have the ability to work autonomously;
- think strategically and have experience of operating systems and procedures;
- be an enthusiastic team player who is adaptable, flexible and well organised;
- be prepared to make a distinctive contribution.

For further information or an informal discussion about the post, please contact the head teacher. **Application form, Job Description and Person Specification are available from the school website:** [www.whinneybanks.org.uk](http://www.whinneybanks.org.uk)

Visits to the school are very welcome. Please contact us on the number above to make an appointment.

Previous applicants will be considered.

Whinney Banks Primary School is committed to the safeguarding of all children and rigorous child protection procedures are in place to which all staff must adhere. All posts are subject to an Enhanced DBS clearance.

**Closing date: 12:00 noon Friday 26<sup>th</sup> March 2021**