

Whinney Banks Primary School  
Fakenham Avenue  
Middlesbrough  
TS5 4QQ

Tel: 01642 817713

Website: [www.whinneybanks.org.uk](http://www.whinneybanks.org.uk)

Email: [office@whinneybanks.org.uk](mailto:office@whinneybanks.org.uk)

### **School Business Manager**

|                            |                                                        |
|----------------------------|--------------------------------------------------------|
| <b>Head Teacher:</b>       | Mrs S Thorpe                                           |
| <b>Salary:</b>             | Grade L                                                |
| <b>Hours:</b>              | 20 hours per week – Term time plus 5 days (negotiable) |
| <b>Contractual Status:</b> | Permanent                                              |
| <b>Numbers on roll:</b>    | 411 + 39 place Nursery (plus 2Y0 setting)              |
| <b>Required from:</b>      | Autumn term 2023                                       |

We are seeking to recruit an energetic, effective, and suitably experienced 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.

We offer a very supportive staff and an exciting and stimulating environment.

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

- have relevant qualifications and suitable experience;
- demonstrate excellent interpersonal skills;
- 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.

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 9<sup>th</sup> June 2023**

**Interviews will take place during the week beginning 19<sup>th</sup> June**