



Are you ready for a change?

The Governing Body of the Stenbury Federation are seeking a highly motivated, organised and skilful

School Business Manager

1st October 2020

25hrs per week / 39 weeks per year

Hay Scale 9 (Actual salary £17,721.94 pa)

to join our enthusiastic and hard-working team, committed to the achievement and well-being of all our pupils. The person we are looking for will be:

- Professional, friendly and approachable?
- A supportive team worker and good communicator?
- Organised and able to multi-task in a busy environment?
- Willing and able to take on a wide range of responsibilities, complete work to tight deadlines and to a high standard?
- not afraid of hard work?
- An unflappable and considerate person with high expectations of yourself and others?

You will be part of the Senior Leadership Team and support the strategic management of the school as you are responsible for the effective management of school resources. As our school business manager you will:

- Manage all aspects of the schools' administrative, HR and financial systems and processes including pensions.
- Prepare and oversee the budget
- Take a lead on managing the schools' offices, sites, buildings and Health and Safety
- Provide guidance and support to administrative and premises staff
- Recruitment and retention of staff

The Stenbury Federation includes Godshill and Chillerton & Rookley Primary Schools. We are two small schools in the heart of the Island serving our local communities. Our schools are friendly, welcoming places where children thrive and learn. Our staff work together to provide a happy and safe learning environment supporting the best possible outcomes for the children.

Interested? Please send completed application form to sbm@stenburyfederation.co.uk. An application pack is on the websites: www.godshillprimaryschool.co.uk and www.chillertonandrookleyprimaryschool.co.uk.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This position is subject to an enhanced DBS check.

Closing date: Noon, Wednesday 16th September 2020.

Interview date: Monday, 21st September 2020