

School Business Manager

Closing date: 21st March 2025 at noon

Interview Date: Tuesday 25th March 2025

Contract: Permanent

Salary Type: Support Staff

Salary Details: Grade F - FTE: £39,392 – £43,679

Hours of Work: Flexible to be agreed, 43 weeks

Location of Role: Emsworth, Hampshire

Contact e-mail address: adminoffice@emsworth.hants.sch.uk

Job/Person Summary

Due to the retirement of the current Business Manager Emsworth Primary School is looking to appoint a School Business Manager with an in-depth understanding and knowledge of financial management. We are looking for someone who will ensure our school continues to make the best use of provided resources and is also able to make the most of potential grants and schemes available to schools and organisations so that the school can offer the best possible education for the children. The hours will be flexible but between 33 and 37 hours per week depending on the needs of the school and the candidate. Please advise on the application form your preference of hours.

You may be an experienced School Business Manager, looking for a new challenge, or you may be experienced within office environments and either newly qualified as a School Business Manager or training currently.

Candidates need to have good communication skills and be able to work with a high degree of accuracy. You will need to be a highly-organised team player and be happy to use your own initiative and work independently. **Experience of Hampshire's finance and HR systems would be an advantage.**

You will be responsible for undertaking aspects of the school's management including finance, HR and facilities management, along with elements of Health and Safety. You will work with the Senior Leadership Team and Governors to ensure financial stability within the allocated budget, whilst meeting the needs of school improvement.

You will be based in a 'back office' role but work closely with a relatively new administrative team, who are 'front of house'. The team include a PA to the Headteacher/Office Manager and two Admin Assistants.

We are a successful primary school with approximately 410 children on roll and a relatively new Headteacher. We are looking for someone who is committed to investing time and effort in leading our admin and lunchtime teams to ensure that they are effective and successful and impact positively on our children's experiences at school.

You will have:

- A recognised management/business degree or equivalent related professional qualification or working towards (AAT, CSBM, DSBM, School Professional apprenticeship level 4 etc.)
- Successful leadership and management experience of areas including finance and HR
- Significant experience of financial management and control.
- Experience of facilities management is desirable but full training will be given to the successful candidate
- Exceptional planning and organisational skills including managing deadlines
- The drive to source funding streams for the School

- Resilience and a good sense of humour

Be inspired, we are! Our school is a very special place and the work that we do with our community is meaningful and impactful. We really are on an exciting and rewarding journey, which also has its challenges, but makes a real difference to our children and families and, we at Emsworth love that! Find out more about us at our website <https://www.emsworthprimaryschool.co.uk/>

Application Procedure

Visits to the school are warmly welcomed and encouraged. We have the following scheduled visits:

14th March at 4pm

17th March at 10am

18th March at 5pm

To arrange a visit or request further details please contact Sally Wyatt (Business Manager), either by phone on 01243 375750 by emailing bm@emsworth.hants.sch.uk.

Safer Recruitment

Emsworth Primary and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.