



Whitehill Primary School

School Business Manager

This permanent, full-time post is for 40 weeks per year (term-time, plus 2 weeks); 37 hours per week (flexible hours)

Salary will be between Kent Range 10, £32,496-£38,414 per annum (pro rata to £28,312-£33,467) and Kent Range 11, £38,415-£44,208 per annum (pro rata to £33,468-£38,515) depending on experience

Whitehill Primary School: Gravesend. <https://youtu.be/juue-YQjULg>
[/http://whitehillprimary.kent.sch.uk](http://whitehillprimary.kent.sch.uk) / www.facebook.com/whitehillprimaryschool
[/www.twitter.com/WhitehillPS](http://www.twitter.com/WhitehillPS)

Lead in a vibrant school constantly developing further, providing all with the best opportunities. Use your experience with business management and understanding of finance and administration to make a difference. Whitehill Primary, with 730 children and as part of The Decus Educational Trust, ensures pupils achieve and grow as independent, confident and ambitious learners. Ofsted in Jan 2017 judged the School as 'Good'. Our ethos of 'Happy, Helpful and Hardworking' underpins everything.

This is a new role. With operational oversight of an already strong existing team, this role will report directly to the Head Teacher, working closely with them to move the school forward.

Role (will include):

- Line managing, operationally and strategically, functions including: Finance, Site, Administration, Health and Safety and Kitchen
- Contract management of service level agreements including cleaning and IT support.
- Supporting the Head Teacher in all matters of business management including the delivery of strategic intentions
- Communicating with stakeholders including staff, parents, governors and contractors
- Providing information for governors (attend six meetings a year)
- Facilitate, through the finance team, accurate budget setting and accurate outturn forecasts
- Facilitate, through the administration team, accurate Management Information System data

- Facilitate, in conjunction with the site team, the highest level of health and safety including leadership and management of documentation and processes
- Maximise income including Pupil Premium, grants and CIF bids whilst minimising costs through contract management and procurement processes
- Oversee and manage capital expenditure projects
- Professional development including potential sponsorship of external qualifications would be encouraged

The Person:

- Must have a background in business management or administration or finance
- Must have knowledge and skills linked to administration, finance and business management
- Must have experience in assisting in budget setting and understanding financial forecasts
- Experience in schools, whilst beneficial, is not a necessity

Key Competencies:

- Critical thinking and problem solving skills
- Excellent numeracy skills
- Planning and organising
- Decision-making
- Communication skill including influencing, leading, negotiation and stakeholder management.
- Team work

Visits to the school are actively encouraged. To arrange please contact Lianne Pond, PA to the Headteacher, on 01474352973 or lpond@whitehillprimary.kent.sch.uk. Initial applications can be made on line, or on downloaded application forms (email to lpond@whitehillprimary.kent.sch.uk). CV's will not be accepted.

Closing Date: Thursday 14th Feb (23:45)

Interview Date: Either Monday 25th February or Wednesday 27th February.

Whitehill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will conduct all necessary safer recruitment checks before employment commences.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, reference checks, identity and proof of right to work in the UK. Whitehill Primary School is an equal opportunities employer.