

Stoke Hill Federation

School Business Manager

Contract/Hours: Permanent, full-time 40 weeks per year.

(Flexible working will be considered: 0.8 Part-time option)

Salary Type: Support Staff

Salary Details: Grade G

Hours of Work: 37 hours per week / 40 weeks per year

Location of Role: Stoke Hill Infant Federation across Junior and Infant School sites.

Job/Person Summary

Stoke Hill Federation is a thriving, popular and busy Federation that operates across two schools, our Infant School and our Junior School.

Stoke Hill Vision:

“We work together to make Stoke Hill a great place to learn, work and play”

We currently have a vacancy for a School Business Manager to join our vibrant and inclusive Federation. This role is a crucial leadership role at the heart of our Federation. You will lead our brilliant and capable admin team, work alongside our Executive Head and support the leadership team with your business and financial strategy insight.

This role is well supported by capable leaders, administrators and support staff across two sites. You will be expected to communicate with Governors and support partners at Devon County Council. We are looking to appoint an experienced school based business manager for this exciting and challenging role.

Person Specification

Please apply if you are...

- A good communicator who can relate well to all school stakeholders including School Governors
- Well organised with high standards and excellent attention to detail
- Enthusiastic, positive, friendly, reliable, discreet, honest and hard-working
- Able to create and improve systems and processes across our organisation
- Able to manage and prioritise a varied workload and deliver to tight deadlines
- Committed to ensuring equality standards
- Committed to improving yourself through reflection and training

Main Duties

- Support the Executive Head in their non-teaching responsibilities related to Federation leadership, administration and management.

- Prepare an annual budget for approval by the Executive Head, Governing Body and Local Authority. Oversee all financial systems across the Federation.
- Provide a broad authoritative knowledge and extensive operational and practical experience to develop the non teaching processes of our Federation.
- Take overall responsibility on a range of HR issues, such as managing absence, working conditions, and long service entitlement.
- Work alongside existing staff to maximise their potential, lead, support and develop them to ensure HR, H&S and compliance duties are completed and our high standards remain.
- Be a key holder for the Federation and oversee term time and non term time improvements to the school environment.

Interested candidates are most welcome to visit the Federation or arrange an informal phone call with our Executive Head by contacting Junior.Admin@stokehill.devon.sch.uk
Due to the school holidays, we will be organising phone calls / visits when we return.

For more information, please refer to the full Job Description.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. This role requires a DBS disclosure. Please refer to our Safeguarding and Child Protection Policy available to read on our Federation website.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Applicants should submit an application form to Junior.Admin@stokehill.devon.sch.uk

Closing date for applications: **12th September**

Start date: **1st January or earlier if possible.**

Interviews will be held: **16th / 17th September**