

Business Manager: George Fentham Endowed School

Salary Range: £33,820 - £39,493 pro rata Band E (dependent on experience).

The position is part-time 25 hours per week, term time only plus INSET days. Hours may be flexible.

About the Role:

The Governing Body of George Fentham Endowed School wish to appoint a highly motivated and committed School Business Manager to work closely with the Headteacher, Leadership & Management Team and Governors, to lead the organisation and management of the school's business functions, including finance, HR, compliance, premises and administration. You will contribute to school planning and improvement and will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently. The role involves liaison with pupils, parents, school staff and other agencies.

The successful candidate will have relevant business management experience e.g in finance and/or HR, along with excellent interpersonal and organisational skills and the ability to motivate.

The post is from 1st September 2023.

George Fentham is an 'Outstanding', one form entry school with a strong Christian ethos and a great sense of community. We offer an enriching learning environment where every individual child is valued and of the utmost importance. Our children love their school and are fully engaged in their learning. We have an excellent team of staff, governors and parents who are fully supportive and committed to achieving the very best for our children.

Visits to school are encouraged and warmly welcomed, please contact Mrs Justice on 01675 442800 to arrange your visit.

The application closing date is Monday 22nd May at 12 noon.

The successful candidate will clearly demonstrate how they meet the criteria outlined in the Person Specification. Please return your completed application to:
applications@george-fentham.solihull.sch.uk

Proposed interview dates are for the week commencing 5th June 2023.

If you have any questions, or would like further information, please contact the school office on 01675 442800.

George Fentham Endowed School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. An enhanced DBS certificate will be required for the successful applicant.

This post involves working with children, vulnerable adults or is a position of trust and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including 'spent' convictions. Please note, however, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.