

## **William Bellamy Primary School**

Frizlands Lane  
Dagenham, Essex  
RM10 7HX  
Telephone: (020) 8270 6506/ 6596  
Email: [office@w-ellamy.bardaglea.org.uk](mailto:office@w-ellamy.bardaglea.org.uk)  
Web: [www.williambellamy.co.uk](http://www.williambellamy.co.uk)  
**Headteacher:** Mrs G Massar



### **School Business Manager**

**Salary: (PO4) - £38,229 - £41,025**

**Hours – 35 Hours per week, 52 weeks per year.**

**(It is a requirement of the role to attend termly Governing Body Meetings in the evening)**

**Required for September 2018**

Due to the retirement of our current School Business Manager William Bellamy Primary School are seeking to appoint a School Business Manager from September 2018. William Bellamy Primary School is a 5 form entry school in Dagenham. We are a vibrant and lively school with a well-established staff and Leadership Team. The school is welcoming and relationships are extremely positive. The SBM and Headteacher work closely together to ensure that the school is financially stable and we are well supported by the school's Governing Body.

William Bellamy Primary School is part of the 'PACE Trust' with 7 local Primary Schools. Being part of the trust, whilst remaining as a maintained school, allows us to work collaboratively with local schools whilst maintaining a positive relationship with the Local Authority. As part of the Trust work the School Business Managers/Finance Officers meet regularly to share good practice, receive Continued Professional Development and facilitate joint procurement and financial benchmarking to ensure best value. This group offers a great network to ensure that support is always available.

We wish to appoint a highly motivated person with financial expertise, preferably within an educational setting, who has the ability to work within a dynamic school environment. The School Business Manager will provide strategic leadership in the areas of Finance, Buildings and Premises, Health and Safety, HR and Administration staff (approx. 10). He / she will liaise regularly with Governors, the Local Authority and work alongside the Head Teacher on a day-to-day basis.

#### **The successful candidate will:**

- Have proven experience of managing finance, and hold a Certificate of School Business Management from National College for School Leadership (NCSL).
- Possess a secure understanding / experience of the SVFS standards.
- Excellent communication, presentation and interpersonal skills.
- The desire to join the Senior Leadership team of the school and work in conjunction with the Head Teacher and Governing Body to secure high standards of achievement and progress for every child.
- Be able to provide professional leadership and management to those you line manage
- Manage a varied and interesting workload; the ability to think strategically, prioritise and meet deadlines whilst maintaining professionalism is key.

#### **In return, we offer:**

- Amazing children who deserve the best and rise to every challenge.
- A dedicated, welcoming, highly motivated staff team committed to our school and every child in it.
- A strong commitment to professional development.
- Parents and Governors who value every aspect of the work of the school.
- Collaborative working with other SBM through the PACE Trust.
- A significant handover from current SBM

Potential applicants are warmly encouraged to visit. Please contact Ann Darkins (Office Manager) to make an appointment to meet the Head Teacher and tour the school. Application packs can be downloaded from the school website. We encourage you to browse our website to further gain a sense of who and what we are about: [www.williambellamy.co.uk](http://www.williambellamy.co.uk) Completed forms should be sent to [office@w-bellamy.bardaglea.org.uk](mailto:office@w-bellamy.bardaglea.org.uk)

**Closing date: Monday 16<sup>th</sup> April 2018**

**Shortlisting: by Friday 20<sup>th</sup> April 2018**

**Interviews: Week Commencing 30<sup>th</sup> April 2018**

***We are committed to safeguarding and promoting the welfare of young people; this post is exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants***

**TES/Support staff – Online Only**

**Date:**