

May 2018

Dear Applicant

Re: Business Manager  
Hay grade A salary range: £44,294 -£47,450

Thank you for your interest in the post of Business Manager at The Weald School.

The Weald is an outstanding, high achieving, popular and oversubscribed 11-18 comprehensive school situated in the heart of the West Sussex countryside, 10 minutes from Horsham, 35 minutes from Guildford and Brighton, and an hour by train to London. There are currently around 1,700 students in the school, but the school is growing and we will reach over 1,900 students over the next few years. The school has an excellent record of academic and pastoral achievement and we pride ourselves in creating a caring and respectful ethos where every child is important. The school was judged to be “Outstanding in all areas” by Ofsted in 2013. Progress 8 results place us in the top 5% of schools nationally.

Having been in post for 9 years our current Business Manager is now moving on to a new challenge and the Governors are therefore looking for an experienced and exceptional individual. We are looking for someone who has very good interpersonal skills and is adept at managing a range of people in different situations. The person needs to be committed to a teamwork approach, enthusiastic, flexible, hardworking and committed to the success of the school as a whole. Reporting directly to the Headteacher, the Business Manager will be a key member of Senior Leadership Team, which currently comprises the Headteacher, a Deputy Headteacher, five Assistant Headteachers and the Business Manager. As part of the team, in addition to the core responsibilities of Business Manager, the postholder may also expect to be allocated appropriate wider leadership roles within the school.

This is very much a strategic role, leading the support functions within the school including: finance, personnel (support staff), premises, catering, administration (see attached organisation chart for the role). Full details can be found within the job description. In the context of a large school with a significant £8 million annual budget, the financial role will be an extremely important discipline and the successful candidate will need appropriate experience and/or qualifications that equip him/her to manage school finances effectively. A full accountancy qualification is not essential but would be very useful. Direct educational experience again is not essential, but an understanding of the education world and its systems would be helpful together with an awareness of the current financial challenges facing education.

The person should have, or be prepared to work towards, the Certification or Diploma in School Business Management.

This post is full time (37 hours a week). As for any senior role there is however an expectation that during busy periods the hours may exceed this and need to be worked

responsively and flexibly. Salary will initially be paid on Hay Grade "A" currently £44,294-£47,450 (Hay pay award pending). As the postholder grows into the role and the school grows physically over the next few years, for the right candidate there may be the opportunity to take on additional responsibilities together with salary enhancement that reflects this.

Annual leave entitlement is 29 working days

If you are interested in visiting the school prior to applying there will be an opportunity for candidates attend an open day on Tuesday 22 May 2018 from 2.00 to 4.00pm. Please contact my PA, Yvonne Clements, by email: [yclements@theweald.org.uk](mailto:yclements@theweald.org.uk) or by phone on 01403 787224 if you would like to visit us on this afternoon.

I hope that having browsed our website and reviewed the information provided you will be interested in applying. Completed application forms, which may be downloaded from the school website, should be emailed to my PA at [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk) by 10.00am on Monday 4 June 2018.

Using the job description and person specification to guide you, along with your application form, you should include a letter of application of no more than two sides of A4 (12 point font), outlining:

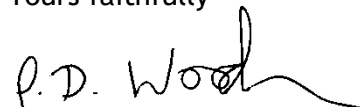
- What skills and expertise you would bring to the school - with evidence
- A concise example of an initiative you have led in your current role with clear reference to the impact it has had
- How you meet the wider person specification

Your letter should be clearly structured to show these three sections. Please note that we do not require CVs.

This is an incredibly exciting time to join The Weald to play a vital role of ensuring that we provide outstanding opportunities to the students in our school. I look forward to receiving your application.

Please note that due to limited resources we will only contact applicants who have been shortlisted for interview. If you do not hear from us within two weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

Yours faithfully



Peter Woodman  
Headteacher