



**Whittlesea Road
Harrow
HA3 6LS
TEL: 0208 428 5845
Email: office@cedarsmanor.harrow.sch.uk
Headteacher: Mrs K McClean**

**School Business Manager
Contract: Permanent FT (52 weeks)
Salary: G11 - £48,639 - £51,651
Required: As soon as possible**

Cedars Manor are seeking to appoint an efficient, organised, proactive and experienced School Business Manager to lead our friendly and skilled admin team and oversee the premises strategy. The team is central to the promotion of our school ethos, providing vital lines of communication between all stake holders. The School Business Manager will work closely with the governors and the school's senior leadership team to support the smooth running of the school.

Cedars Manor School is a welcoming and caring school embracing the transition from three forms of entry to a two-form entry school since September 2022. We have a nursery, a specialist provision for children who are deaf or have experienced hearing loss. Our belief is that our children are deaf in a hearing world and are integrated into their classes. Located in the heart of the vibrant community of Harrow Weald. We have over 400 pupils on roll and the school is a pinnacle part of the local community.

We are a friendly inclusive school with all children's needs at the forefront of our practice. At Cedars Manor we place Diversity, Equity and Inclusion at the heart of what we do, believing that our strength is in our diversity. At Cedars Manor, we are '*Sowing the Seeds for a Successful future*' so that this becomes a reality for our children. We are aiming for *educational excellence*, which children can build upon, as they continue their journey beyond our school. The whole school community is ready to embrace the next phase of our journey and this role is crucial to our success.

The successful candidate should -

- Have a proven track record of interpersonal and leadership skills
- Have a SBM qualification (or the willingness to undertake the qualification)
- Be highly organised, reliable and have excellent time management skills
- Be self-motivated and able to use initiative
- Have excellent communication, mathematics, English and ICT skills
- Be able to work well under pressure and to a high level of accuracy
- Be willing to learn and update skills and knowledge

In return we can offer you -

- A friendly, committed, hard-working team of staff
- A vibrant, diverse and aspirational school community
- Highly motivated, cheerful and enthusiastic children
- A range of excellent opportunities for professional development
- A pro-active and supportive Governing Body
- Free access to Employee Assistance Programme

If shortlisted we can arrange a tour of the school. If you wish to speak to someone about the role please email us and this will be arranged with the Head Teacher or a Governor.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this. Successful applicants will be subject to an enhanced DBS check.

Application packs can be obtained from the school office or downloaded from the school website:
www.cedarsmanor.harrow.sch.uk

Please email completed applications to personnel@cedarsmanor.harrow.sch.uk

Closing Date: **9:00am Friday 5th January 2024**

Interviews and Assessments will take place week commencing: **Monday 8th January 2024**

The start date is negotiable – **ASAP pending the relevant safer recruitment checks**