**School Business Manager**

*We aim to provide outstanding educational opportunities that develop happy, confident pupils, who have the skills to be successful lifelong learners and are able to fulfil their ambitions.*

*We will nurture each individual and help them to grow in greatness.*

The governors at Whiteknights are seeking to appoint a School Business Manager. This role is pivotal in providing core business management support and guidance to the Headteacher and Senior Leadership Team. The successful candidate will lead administrative support in a number of key areas, including finance, health & safety, GDPR and human resources. You will be required to work 37 hours per week and will work term-time plus INSET days and an additional 2 weeks (205 days). The salary for this position is competitive based on experience and will be in the range £28,875-£36,876 FTE (pro-rated £26,112-£33,748).

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| The successful applicant will be:* A successful leader capable of managing conflicting demands while remaining positive and focussed;
* Proactive in supporting teaching staff on our journey to becoming outstanding;
* Committed to maintaining high standards of service to pupils, parents and staff;
* A good communicator with a wide variety of audiences;
* Experienced in a similar role and/or in marketing;
* Educated to degree level and/ or hold a professional business or finance qualification;
* Enthusiastic about improving pupils’ life chances.
 | The school can offer you:* Happy and positive children and colleagues;
* A strong, established support team;
* Opportunities for Continuing Professional Development;
* Leadership opportunities and the potential to influence the strategic direction and growth of the school;
* A strong appraisal process to further develop your skills;
* An effective partnership with parents, governors and the local community.
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**Interviews will be conducted as soon as you have been short-listed.**

School visits are welcomed; please telephone the school office for an appointment. Application forms and further information are available by email at the above address, or from the Wokingham Borough Council link shown:

<http://www.wokingham.gov.uk/jobs/vacancies/schooljobs/>

Please send completed applications to finance@whiteknights.wokingham.sch.uk

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position requires an enhanced CRB disclosure.*