



JOB ROLE: School Business Manager

HOURS: 37.5 hours' p/w (Monday-Friday 8am-4.30pm)
42 weeks (term time plus 3 weeks)

SALARY: £32,200 - £37,400 FTE

REPORTS TO: Headteacher

Milton Mount is a large 3 form primary school which will shortly be joining the Greensand Multi-Academy Trust. We are looking to recruit an enthusiastic and motivated School Business Manager who will have an integral role in the school's Senior Leadership Team. The successful candidate will be responsible for a diverse range of activities including HR, procurement, IT, facilities management, Health and Safety, and financial planning/management. You will also have management responsibility for administrative staff, premises staff and midday supervisors. Although experience of working within an education setting is not essential, we are looking to recruit someone with general business management experience. Full training will be given to the successful applicant.

We are looking for someone who can demonstrate the following skills and abilities:

- The ability to establish and maintain good working relationships including stakeholder engagement.
- A flexible approach to working.
- The ability to persuade, motivate, negotiate and influence.
- Excellent planning, prioritisation, time management and organisation skills.

Potential applicants are warmly invited to visit the school. Please contact the school office to arrange a tour.

Applications should be submitted to f.dyer@reigate-school.surrey.sch.uk by Monday 16 March 2020 at 9am. Interviews will take place on Monday 23 March 2020.

Please be advised an enhanced DBS check will be required.

Milton Mount Primary School is committed to safeguarding and promoting the welfare of children.