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Grade	Grade 8 (SCP 25-30).
Salary range	£32,020 - £36,298 (pro rata)
Term	Full-time
Perm / FTC	Permanent.
Required	asap
Hours	37 hours a week (term-time plus 2 weeks)
Closing Date	16/10/2023 (potential interview date 06/11/23)

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School Business Manager 1 (Grade 8)

Location Seven Stars Primary School, Peacock Hall Road, Leyland PR25 1TD (200 on roll)

Tel: 01772 422503

School website: [www.seven-stars.lancs.sch.uk](http://www.seven-stars.lancs.sch.uk)

The Governors of Seven Stars Primary School are seeking to appoint a highly motivated, suitably qualified and experienced Business Manager. The successful candidate will have outstanding organisational skills and be able to take a strategic lead in the day-to-day management of the school. They will be part of our Senior Leadership Team helping to reflect on all aspects of school life and support the future development of the of the school. The role includes specific responsibility for developing effective and efficient financial, administrative, human resource, health and safety and premises functions. It is also essential that the candidate can work effectively as part of a strong team and can interact positively with parents, families, staff, pupils, professionals and all members of the school community.

Essential Qualifications GCSEs or equivalent plus experience of working in a similar role or specialised skills acquired through significant on the job experience

Desirable Qualifications CSBM /DSBM or willing to work to undertake.

Essential Experience:

- Comprehensive understanding of the work practices, processes and procedures relevant to the role.
- Experience of IT based systems (Sims, Sims Finance, Oracle Fusion, School Money)
- Experience of managing budgets and resources
- Empathy and sensitivity to the needs of staff, families and children
- Good written and verbal communication skills
- Experience in health and safety management

For further desirable and essential experience please see the Person Specification and letter.

Proposed Interview Date: 06/11/2023

Visits to the school are welcomed by arrangement with the Headteacher at the above contact number or by emailing [head@seven-stars.lancs.sch.uk](mailto:head@seven-stars.lancs.sch.uk) with SCHOOL BUSINESS MANAGER in the subject heading.