

St Philip Westbrook C of E Aided Primary School
Head teacher: Mrs Jacqueline Wightman
Tel: 01925 445391

School Business Manager 37 hours per week Grade 7 £23147.00 - £26744.00 Term Time Only (+2 Inset Days)

Closing date: Friday 21st May 2021 (Noon) with Interviews the following week.

Start Date: 28th June 2021

St Philip's is a popular and expanding three form entry Church of England Primary school in the Westbrook District of Warrington.

We have wonderful motivated pupils, an enthusiastic and committed staff, inspirational senior leaders, supportive parents and excellent links with the community. We are looking for a School Business Manager who:

- has exceptional planning and organisational skills with the ability to work to deadlines
- has the ability to prioritise and work on own initiative, manage workload effectively, prioritise and delegate to others and respond to unanticipated problems and situations without direct reference to a manager
- is highly conscientious and attentive to detail; works to high standards of timeliness, numerical accuracy and precise language
- is enthusiastic, energetic and self-motivating with the ability to self-evaluate in order to manage, promote and implement change and improvement.
- is able to communicate and work well with a variety of people including school employees, school leadership team, pupils, parents, the outside community and external agencies

Key Areas of Responsibility

- Accounting and financial management
- Personnel and human resources
- Administrative systems
- Premises and facilities management
- Health, safety and security
- Support to the Governing Body and its committees and sub committees.

What we will offer:

- Wonderful, well behaved and engaged children
- Dynamic and forward thinking Senior Leadership Team and Governing Body committed to continuous school improvement.
- A commitment to your continuing professional development.

Applicants should, in their letter of application, make particular reference to the person specification supplied and, state the particular strengths they are able to bring to our school.

Application forms and job descriptions are available on the school website.

St Philip Westbrook Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced disclosure by the Disclosure and Barring Service.