



## Lockwood Primary School

### School Business Manager Job Advert



Lockwood Primary School is a Foundation School at the heart of the local community and the school prides itself on its friendly and supportive atmosphere where children and staff are encouraged to be the best that they can be and to reach their full potential. We are seeking a School Business Manager to enhance the business and administration provision provided at the school.

Lockwood is situated in the semi-rural village of Boosbeck approximately two miles from Guisborough on the edge of the North Yorkshire Moors.

#### **Description**

The Primary School Business Manager will be responsible for:

- Working closely with and be a member of the Senior Management, to ensure high quality administrative processes are in place across the school
- Act as a central point of contact for students, parents, pupils and external agencies
- Oversee a range of school functions such as HR, Facilities, Catering, Health and Safety etc.
- Support Finance with financial reporting and budget setting for different business areas including EYFs and SEND.

#### **Profile**

The successful Business Manager will have:

- Understanding of financial processes and competent working with numbers
- The ability to run a school bank account and payroll system.
- Be able to work under pressure and prioritise duties ensuring all tasks are completed to the highest standard
- Be knowledgeable of SIMS in order to maintain and collate reports, including attendance
- Have excellent literacy skills and be able to respond to school correspondence accurately
- Have a smart professional appearance at all times
- Ensure that operational tasks are completed effectively and efficiently
- Hold a relevant qualification or degree
- Have a polite, friendly telephone manner and be professional and courteous at all times
- Hold a professional outlook to represent the school to a range of stakeholders.

In return we offer:

- A 'Good' school, with happy well-behaved children who enjoy learning
- The support of a strong team of staff and governors dedicated to providing the best education to our children
- A proactive working environment.
- Support with finances.

Socially distanced walks around school are available on appointment through the school office on: 01287 650238 or by email to [office@lockwood.rac.sch.uk](mailto:office@lockwood.rac.sch.uk)

The closing date is Wednesday 7<sup>th</sup> April at 12:00pm

Interviews will be held in the week beginning April 12<sup>th</sup>.

The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS check.

Lockwood Primary School is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community. Applicants with disabilities will be invited for interview if the essential job criteria are met.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration.

This post is not open to job share.