



School Business Manager (Level 1, N6) x 2 posts **Working across 2 schools in the Gosforth Schools Trust**

Post 1 - South Gosforth First School

21 Hours per week, term time only plus 1.5 training days and 2 additional days worked during school closure, as confirmed by the school

£25,295 - £27,905 per annum pro rata (Actual £12,220 - £13,481 per annum)

Post 2 – Archbishop Runcie C of E First School

14 Hours per week, term time plus 1.5 training days and 2 additional days worked during school closure, as confirmed by the school

£25,295 - £27,905 per annum pro rata (Actual £8,251 - £9,103 per annum)

A unique opportunity has arisen for a highly motivated and proactive School Business Manager within two schools in Gosforth Schools (South Gosforth First School and Archbishop Runcie Church of England VA First School). The role entails working closely alongside two headteachers to manage two small admin offices. Our lives are punctuated by the needs of small children therefore every day is different and all staff “muck-in” for the benefit of our communities.

As schools that invest in their people, premises and resources, our budgets are efficiently managed. The appointed School Business Manager will benefit from the support of two headteachers and two governing bodies from both schools as well as a handover period and close working partnership with other School Business Managers/Admin Assistants within Gosforth Schools Trust.

The successful candidate will lead by example, setting high standards for themselves, the school and others. S/he will be experienced at managing finance and resources, skilled at managing systems and people and able to think creatively and problem solve. They will be innovative in using new technology to enhance efficiency and effectiveness, have a positive outlook and will be excited at the prospect of being a key team player in the life of our two successful schools.

The successful candidate will:

- be organised and welcoming
- have successful experience of working in finance, ideally in an educational setting
- be able to organise and prioritise workload to meet deadlines
- be able to oversee non-teaching staff
- be flexible and work collaboratively and successfully as a team member
- be flexible and proactive and adapt to practices and procedures in more than one educational setting
- have excellent people skills, enjoy interacting with a range of different stakeholders in the school community and be willing to participate in all areas of school life
- support the vision and ethos of both schools

In light of the current situation regarding social distancing measures in relation to COVID-19, we would encourage you to arrange an appointment to meet both Head Teachers, Mr Rob Adams (South Gosforth First School) and Mrs Kate Massey (Archbishop Runcie CE First School), via Microsoft Teams prior to application. Details of this can be organised by emailing Rob Adams at: robert.adams@southgosforth.newcastle.sch.uk

We are aiming to appoint the right candidate to start in post on Tuesday 2nd September 2020. A comprehensive handover period will take place during Autumn Term 2020.

These 2 roles would entail working a total of 35 hours a week with a separate contract of employment with each Governing Body. Hours of work would be from 8.00am – 4.00pm.

Ideally, we are seeking one successful candidate to work across both schools. There would be an expectation that the appointed SBM would also attend termly Governing Body committee meetings, during the evenings, at both schools (overtime would be paid).

Application packs can be downloaded from both school websites (www.southgosforth.newcastle.sch.uk or <https://archbishop-runcie.eschools.co.uk/website>) – **a single application will cover both posts.**

Completed applications should be accompanied by a covering letter and sent electronically to the Head Teacher of South Gosforth First School, Rob Adams – robert.adams@southgosforth.newcastle.sch.uk

The closing date for applications is **Friday 19th June 2020, at midday.**

Shortlisting will take place on **Wednesday 24th June.**

Interview dates will be confirmed with shortlisted applicants in due course. The structure and format of these interviews will depend upon guidance at the time regarding COVID 19 social distancing. We hope to set some tasks for shortlisted candidates that can be emailed to school in advance of the interview date.

About the Organisations

Mental Health and Wellbeing statement

South Gosforth First School and Archbishop Runcie CE First School both have learning environments which promote and enhance the positive mental health of the whole school community, recognising that healthy relationships underpin positive mental health and have a significant impact on learning and wellbeing. We champion the expectation that 'mental health is everyone's responsibility' and that there are 'no outsiders' in our schools.

Safeguarding Statement

South Gosforth First School and Archbishop Runcie CE First School are both committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All posts are subject to pre-employment checks, pre-interview references and an enhanced DBS check.

We are both equal opportunities employers.