



Archbishop Runcie Church of England (VA) First School Part time School Business Manager (Level 1, Grade N6)

15 hours per week, term time only, plus 3 training days and 2 additional days during summer holidays.

The Governors of Archbishop Runcie Church of England VA First School wish to appoint a part time School Business Manager, initially fixed-term, from 19th April 2021 – 8th April 2022.

We are a welcoming Church of England school with happy, well behaved and highly motivated children and a dynamic, passionate and hardworking staff team. We have high expectations of ourselves and the children. Parents are highly supportive of the school. We are one of the smallest schools in Newcastle and therefore have a limited budget! As a result, finding creative solutions to maximise value for money is crucial.

This post is suitable for an experienced School Business Manager and/or an experienced Admin Assistant with strong school experience with a good level of qualification. We are looking for an ambitious and meticulous team member who will go the extra mile for the benefit of the school community. The successful candidate will work as part of the Senior Management Team and deal with a wide variety of financial, compliance and human resources tasks as well as managing our Admin Assistant and other non-class based staff closely.

The appointed School Business Manager will benefit from the support of the Headteacher, governing body and a 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 have a positive outlook and will be excited at the prospect of being a driver for change.

The successful candidate will:

- work successfully as a member of the Senior Management Team, managing a wide variety of people
- be able to make challenging decisions and hold difficult conversations
- be motivated, committed and proactive in the face of challenge
- be organised, highly efficient and prioritise workload to meet deadlines
- have successful experience of working in finance, ideally in an educational setting
- be able to adapt practices and procedures in order to ensure best value for money
- support the vision and ethos of the school

We are aiming to appoint the right candidate to start in post on Monday 19th April 2021 (or as soon as possible after this date).

The role is 15 hours a week. This could involve either two 7.5 days or three 5 hour day (hours can be flexible). The post would be to cover term time only, plus an additional two days during the summer holiday to prepare for the new academic year. There would be an expectation that the appointed SBM would also attend termly Governing Body committee meetings, during the evenings (overtime would be paid).

Additional information

Application packs can be downloaded from the school website (<https://archbishop-runcie.eschools.co.uk/website>).

Completed applications should be accompanied by a covering letter and sent electronically directly to Mrs Massey, Head Teacher, via email (kate.massey@archbishop.newcastle.sch.uk)

Closing date for applications is **Friday 9th April, at midday**. Shortlisting will take place on **Monday 12th April**. Interviews dates will be confirmed with shortlisted applicants, later that week.

Archbishop Runcie CE First School is 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.