|  |  |
| --- | --- |
| **Ref** |  |
| **Number of Posts** | 1 |
| **Grade** | GRADE 11.  |
| **Salary** | £48,474 to £52,573  |
| **Term** | Full-time. |
| **Perm / FTC** | Permanent. |
| **Required** | ASAP |
| **Hours** | 37 hours a week. |

**Closing Date:** 27/03/2024 Noon
**Proposed Interview Date:**15/04/2024 pm only &16/04/2024 all day

**The ideal candidate will:**

Be self-motivated, enthusiastic, and passionate.
Have experience of managing budgets, financial plans, financial reporting, school development plans, HR, premises management.
Be competent in the use of ICT; have experience of using Microsoft Office applications and other software packages.
Have experience of financial management and budgetary control in schools or educational environment.
Be forward thinking, creative, receptive to change and able to manage a Business Support team.
Have good organisational skills and be able to work to deadlines.
The ability to communicate confidently and professionally with pupils, families, staff, and outside agencies.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached.

**Essential Qualifications**

GCSE or equivalent to grade C or 4 in Maths and English
Level 4 Diploma in School Business Management (formerly known as CSBM)

**Desirable Qualifications**

Level 5 Diploma in School Business Management (formerly known as DSBM)
or Level 6 Diploma in School Business Management (formerly known as ADSBM)

**Essential Experience**

Experience of working with senior leaders to contribute to the organisation's goals and objectives
Able to demonstrate effective Leadership and Organisation
Experience of promoting a culture of improvement and development
Be innovative and visionary
Experience of data protection policy and procedure (GDPR)
Recent experience of undertaking a similar role
Experience in the use of financial management software

**Desirable Experience**

Experience of working in a SEND setting
Conducting Staff Appraisals
Project Management

**For an informal discussion please contact:**

An informal discussion is available with the Headteacher. Please send your email to head@astleypark.lancs.sch.uk if you wish to arrange a call.