March 2024

Dear Candidate,

Thank you so much for your interest in joining our team and becoming School Business Manager at our School. We are incredibly proud to be an Outstanding School; we have worked incredibly hard to achieve this prestigious status.

**Astley Park School is a place of excellence where everyone in school is fully committed to ensuring that every child can achieve their full potential.**

We provide specialist education for 172 children and young people aged between 4 and 16 years old who have complex learning difficulties and disabilities.

At Astley Park we pride ourselves on nurturing our pupils and providing them with a safe, happy, and healthy learning environment in which they can thrive. The learning environment is enriched by excellent partnerships with our parents, healthcare professionals and the wider school community, this is the key to our success.

Following the promotion of the current highly regarded postholder, we are looking to appoint an inspirational, talented, and highly motivated School Business Manager who can build on our outstanding provision and work collaboratively with us on our future vision and aspirations for our school.

We are looking for a School Business Manager who will become part of our team and embody our motto of Nurturing Futures.

The successful candidate will have a proven track record of outstanding and highly effective Finance, Human Resources and Health & Safety expertise along with leadership skills, emotional intelligence, a growth mind-set, and a commitment to the use of emerging technologies.

The successful candidates will join a great team of highly committed professionals who are dedicated to ensuring our pupils achieve the very best they can in all that they do.  As a school we pride ourselves on going the extra mile.

The pivotal role of the School Business Manager will be key in assisting the headteacher and members of the leadership team in the effective leadership, organisation, and management of the school.

You will be ambitious for yourself and all the staff and pupils and contribute in flexible ways to ensure Astley Park School goes beyond what schools ordinarily do.  We require a School Business Manager who is innovative and visionary and excited by the opportunity to continue to build on our Outstanding School status.

Prior to submitting your application, you will have the opportunity to have an informal discussion with the Headteacher. This will be your opportunity to ask questions about the role, the school, the staff and pupils, our governance, and the vision for the school.

We look forward to hearing from you soon,

  

Mr Kieran Welsh  Mrs Wendy Blundell

Headteacher  Chair of Governors