

St. James' Church of England Primary Academy



A member of THE DIOCESE OF CHICHESTER ACADEMY TRUST

The Diocese of Chichester Academy Trust, a company limited by guarantee.

Registered in England & Wales No. 09201845

Registered office: Diocesan Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED

Required: Permanent School Business Manager

Closing Date:	Friday 6 th May, 2022 (Midday)
Interview Date:	Friday 13 th May, 2022
Job Start Date:	Negotiable
Contract/Hours:	Permanent Post. 37 hours per week. 41 weeks worked.
Salary Type:	Grade 9: NJC Scale Points 31 to 34: FTE £34,782 to £37,890
Base Location:	St. James' Church of England Primary Academy, Bournemouth
Contact e-mail address:	sbm@stjamescebourne-mouth.com
Website:	www.stjamescebourne-mouth.com

Job/Person Summary

St. James' Primary Academy is a successful and ambitious Church of England school, with a firm commitment to continue to improve and develop every day. We are lucky enough to work on the historic and beautiful Jurassic coastline of Dorset – a place of sunshine, endless beaches and good links to the rest of Southern England.

The Governors of our school are looking for a person who will bring planning, resourcefulness and enthusiasm to developing the role of School Business Manager in our happy community. We are seeking to appoint a person who has a laser focus on efficiency and productivity, a cheerful outlook on life and an ability to work under their own initiative, keep calm under pressure and engage positively with people. In summary, the successful candidate will be expected to have:-

Proven experience of:

- The development, management and operation of IT and administrative systems
- Dealing with confidential and sensitive information relating to staff, parents and children
- Knowledge and experience of finance leadership, including planning, forecasting, budget setting, overseeing preparation of accounts and statutory reporting
- Health & Safety management and reporting
- A knowledge of education HR and the ability to manage HR procedures
- Monitoring internal and external contracts, and negotiating best value deals in the interests of the academy
- Researching, gathering, collating and assimilating information to be presented in succinct format
- The use of ICT to increase efficiency of the service

Qualifications:

- A qualification in office management/administration
- Appropriate training in the use of ICT packages

Practical skills:

- Exploitation and effective use of ICT packages including websites
- Ability to prioritise and manage issues for the Principal and Governing Body
- Excellent organisational skills to assist the smooth operation of the office team and business effectiveness of the academy

- Ability to work with and manage staff e.g. Admin Team, Site Manager, Caterers etc.

Personal Qualities and Attributes:

- Ability to meet deadlines
- Ability to relate well to children and adults and promote the school in the wider community
- Ability to work constructively as part of a team of staff
- Committed to safeguarding children and promoting their welfare

For more details please see the individual Job Description and Person Specification.

We warmly welcome visits to look around our school. Please contact the school office to book a place on one of these visits.

We are committed to safeguarding the safety and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be required to have Disclosure and Barring Service check (formally CRB) in line with the Government's safer recruitment guidelines. We value the diversity of our workforce and welcome applications from all sections of the community. St. James' CE Primary Academy is committed to equal opportunities.

Interviews will be held on 13th May, 2022.

Should you not be invited for interview please assume your application has not been shortlisted. We will try to inform applicants if this is the case, however at times of busy workload this is not always possible.

Application Procedure

If you have something to offer the children and staff at St James', are ready for a new challenge and available from late May / June 2022, then we would love to hear from you! Visits to our academy are highly recommended and warmly welcomed. Please contact the school office on: 01202 426696, to arrange an appointment for a visit.

An application pack is available on the job vacancy page of our academy website: (www.stjamescebourne-mouth.com) electronically via our School Business Manager: sbm@stjamescebourne-mouth.com; or in hard copy from the academy office.

Completed applications should be emailed to the email address provided above or sent by post clearly marked for the attention of the Head Teacher to: St James' CE Primary Academy, Pokesdown Hill, Christchurch Road, Bournemouth, Dorset, BH7 6DW by midday on 6th May, 2022.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

The Trust values the diversity of our workforce and welcomes applications from all sections of the community. The Diocese of Chichester Academy Trust is committed to equal opportunities.

Should you not be invited for interview please assume that your application has not been shortlisted. We try to let people know if this is the case, however sometimes this is not always possible.