



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Buckingham
MK18 1AT

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Headteacher: Andy McGinnes

SCHOOL BUSINESS MANAGER

SALARY RANGE 10 (£49,256 - £55,084)

REQUIRED AS SOON AS AVAILABLE

The school is seeking to appoint a highly skilled Business Manager to be responsible for all:

- Financial accounting and processes
- Administration
- Management of the single central register and safeguarding of the school site
- HR procedures
- Line manage all support staff involved in administration, premises management, financial support, health and safety and contractors
- Procurement (in liaison with central support)

As the role is integral to the strategic leadership of the school the successful candidate must be a confident leader who can function well as part of a team, have excellent communication and interpersonal skills, have a 'can-do' attitude, be highly organised and have the ability to work under pressure in order to meet deadlines.

The ideal candidate will have:

- Sound experience of financial management and budgetary control in schools or equivalent
- Experience of ICT and SIMS (or other MIS)
- A good understanding and knowledge of human resources management and payroll
- An understanding of facilities management including Health and Safety
- An ability to identify, research, develop, cost and implement new initiatives
- An ability to secure funding through researching and applying for resources
- A high degree of motivation to be fully committed to work in a school environment.
- The expectation to contribute to the life of the school
- The skills to promote a positive image of the school through your work.
- The ability to work on your own initiative as well as part of a team
- Excellent communication skills and interpersonal skills

In return, we will offer you:

- A personalised approach to Continuing Professional Development
- A role in a school that has a clear vision
- A supportive and inclusive staff environment

Please download the full Job Description from the school's website and send a letter of application along with the completed application form, giving full contact details of two recent, relevant professional referees (one of which is your current Headteacher) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to aallen@buckinghamschool.org

Closing Date: 9am Thursday 9th January 2020

Interview Date: Tuesday 14th January 2020

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.

