

## **We are looking for a new School Business Manager**

(Commencing Monday 26<sup>th</sup> March to work alongside the current post holder for the first four days. We then finish for the Easter break on Thursday 29<sup>th</sup> March)

20 hours per week, 38 weeks per year + 5 INSET days (Term time)  
+ overtime paid to attend Governing Body Meetings once a term

Starting salary approx. £11,890

SO1 (points 29-34) FTE (£25,951-£30,153)

Monday – Friday

9:30am – 2:30pm (1 hour for lunch)

We are looking for a motivated, creative and skilled new School Business Manager who can support our strategic thinking to help our Nursery continue to develop. You will become part of our small Leadership Team alongside the Headteacher and Deputy Headteacher. You will offer leadership in financial management, with an understanding of a vision for the school. We are keen for you to take the initiative and think strategically to maximize income generation and manage the budget to have the greatest impact on learning.

We are an outstanding Nursery School which offers 12 places for 2 year olds (some funded and some which families pay for themselves) and 78 places for 3 and 4 year olds (including extended places.)



**Address:** Lark Hill Nursery School, Northgate Road, Edgeley, Stockport, SK3 9PH

**Telephone:** 0161 480 0867

**Website:** [www.larkhill-nur.stockport.sch.uk](http://www.larkhill-nur.stockport.sch.uk)

**E-mail:** [headteacher@larkhill-nur.stockport.sch.uk](mailto:headteacher@larkhill-nur.stockport.sch.uk)





# Lark Hill Nursery School

We offer the families of our children the option to pay for additional sessions which has since it was introduced generated significant income for the Nursery.

We are a forward looking Nursery which continuously works to develop what we offer.

Our vision is to constantly reflect on how to make our provision sustainable and a skilled School Business Manager can play an important part in this for our future.

You will work in partnership to strategically lead, develop and manage the business, financial, premises, personnel and administrative aspects of the school in order that the Headteacher, Deputy Headteacher and Governing Body can focus on supporting the learning and well-being of all of our children, families and staff. You may come from a school administration, business or finance background.



We are looking for a person who is creative, flexible and dynamic who would like the opportunity to work in this caring and innovative environment. This post does not include the line management of other staff so may suit someone who would like to move into this type of role and has not worked previously in a school.



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# Lark Hill Nursery School

## **We are looking for a new School Business Manager who :**

Has excellent interpersonal skills, with a calm and approachable manner.

Works well as part of an experienced team.

Is reflective, flexible, creative, caring and committed.

Takes their continuing professional development seriously.

Has completed or is willing to complete the CSBM (Certificate of School Business Management) / or the new Level 4 SBM Apprenticeship.

Is willing to undertake further training.

Is required to provide two references and an enhanced DBS clearance check.

## **We can offer the opportunity to:**

Work in a caring and stimulating environment dedicated to nurturing and supporting the development of children and the staff who work alongside them.

Join our outstanding Maintained Nursery School team.

Be supported in your continuing professional development.

Share our clear commitment to safeguarding and promoting children's welfare and safety.

**Lark Hill Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



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# Lark Hill Nursery School

We welcome visits to the Nursery. Please e-mail [headteacher@larkhill-nur.stockport.sch.uk](mailto:headteacher@larkhill-nur.stockport.sch.uk) or ring to make an appointment with the Headteacher, Miss Joanne O'Raw on 0161 480 0867

Please return the council application form to [headteacher@larkhill-nur.stockport.sch](mailto:headteacher@larkhill-nur.stockport.sch) or on the council job site.

Closing date for applications :  
Monday 5<sup>th</sup> February 2018 at 3:30pm

Shortlisting : Wednesday 7<sup>th</sup> February 2018

Interviews : Thursday 15<sup>th</sup> February 2018



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