**Post:** School Business Manager

**Grade:** 12 £49,764 (Starting Salary) - £56,443

**Hours:** Full time/ Permanent

**Closing Date**: 8 Jan 2021

**Start Date:** Flexible depending on successful candidate’s availability

An exciting opportunity to join our Senior Leadership Team as the school’s Business and Finance Manager has arisen due to the impending retirement of the current long term postholder. This role is pivotal to the success of the school, where the successful applicant will take a strategic and business focused responsibility for school’s management of finances, resources and Health and Safety. They will work closely with the Headteacher, advising and supporting in strategic decision making and problem solving that ensures exceptional efficiencies coupled with a close eye on quality educational provision.

The successful applicant will be a passionate leader and a superb communicator who can negotiate with external organisations and manage a range of internal teams with skill and enthusiasm. Experience in any of the following is essential: finance and business management, HR, payroll and/or Health & Safety. School business management experience would also be helpful but is not as essential as clear strategic and operational leadership.

Chamberlayne is at an exciting moment in its ongoing development. We will be converting to academy status in the new year and are expecting a large refurbishment project. In addition, student numbers are increasing dramatically, and the quality of education is on a strong trajectory of improvement.

If you are energetic and eager to be at the sharp end of a rapidly improving organisation and would like to visit us, please contact the Headteacher’s PA, Mrs Mewett on [annie.mewett@chamberlayne.org](mailto:annie.mewett@chamberlayne.org) who can arrange for you to tour the school and meet the Headteacher, informally.

Application Procedure

The job description, person specification and an application form can be found on our school website at www.chamberlayne.org or telephone the school on 02380 447820.

Please feel free to arrange a visit and see our school at work.

Completed application forms should be emailed to: [annie.mewett@chamberlayne.org](mailto:annie.mewett@chamberlayne.org), or posted to Headteacher’s PA

Safer Recruitment

Chamberlayne College for the Arts is committed to safeguarding and promoting the welfare of children and young people and expects 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 (DBS) checks along with other relevant employment checks