

**Address:** Elm Grove, Brighton BN2 3ES

**NOR:** 425

**Start date**: January 2021 (or sooner if possible)

**Position:** School Business Manager - Role E Scale M11

**Contract type:** Permanent 37 hours per week - term time plus 3 weeks

**Salary:** Spinal Column point 29-32 - £32,910-£35,745pro rata

Elm Grove Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for this post.

Applications are particularly welcome from individuals from under-represented groups

We are looking for an enthusiastic and efficient person with excellent financial and organisational skills to join our school team. This could be an experienced School Business Manager or someone with strong financial qualifications or experience looking to move into a school environment.

The main duties of the role will be those relating to the finances, human resources, health & safety of the school, and the line management of the admin and premises teams. The successful candidate will provide strategic advice the Headteacher and Governors during the year but especially during the budget setting process and ensure compliance with policies on financial matters.

**Duties will include responsibility for:**   
  
Financial planning and budget monitoring   
HR and payroll processing   
Premises and health and safety   
Data protection

Keeping governors and School Leadership Team informed

Leading the admin team

**Qualifications**

The ideal candidate should hold an NVQ Level 4 or equivalent qualification in relevant discipline eg. Certificate of School Business Management, Diploma in Business Administration or AAT Diploma in Accounting, or be qualified by experience.

**Flexibility**

For the right candidate, there is some flexibility in terms of the number of hours. We are looking to appoint the best candidate for the job and will negotiate from there.

Elm Grove is a thriving primary school with a dedicated and professional   
staff. We have an excellent reputation for our inclusive practices and are proud of the positive ethos and good relationships that exist in our school. The successful candidate would be expected to make very strong contributions towards this important aspect of the school's community.

Application forms and further details are available from the council website or the school:

[admin@elmgrove.brighton-hove.sch.uk](mailto:admin@elmgrove.brighton-hove.sch.uk) or tel: (01273)708004

Visits to the school are welcome (please contact the school office to make an appointment).

Closing date: Monday 15th November 2021(noon)

Interview date: Monday 22nd November 2021