



Knowles and Water Hall Primary Schools



School Business Manager (dual site) to start ASAP

37hrs per week, 52 wks per year

Grade J to L, points 27 to 41 (£30,507 to £43,662 fte)

We require an experienced and versatile School Business Manager to join the senior leadership teams and lead our two schools on to the next phase of their school improvement journey. Knowles Primary and Water Hall are great schools, where staff and students strive to improve and learning is at the heart of everything we do. As the academies will be part of Tove Learning Trust (TLT) from September 2020, a key part of the role will be to embed and blend the trust's systems, procedures and protocols into ours and ensure optimum efficiency in priority areas.

The role will be challenging across two sites whilst ensuring each school retains its own identity but also sharing common threads due to the trust. TLT is a MAT with a small central structure and a large amount of autonomy granted to its constituent schools. This role is key to the success of the schools and we want a SBM who has a positive attitude, who cares about making a difference to the outcomes for our students and the development of the skilled teams already in post at the schools. They will need to be a team player who can multitask effectively, motivate others and demonstrate a commitment to high standards.

The successful candidate will also:

- have a recognisable qualification in school business management, accountancy, human resources or procurement and contract management
- have experience in working in a school or business environment at a senior level
- have the leadership skills and personality to be able to support Headteachers, lead school teams and build successful working relationships across all disciplines of finance, HR, Premises, IT and administration
- be able to demonstrate strong IT skills including Word, Excel and a mastery of bespoke software relating to the job role.
- have the desire to help build successful schools and demonstrate a commitment to ensuring that our school communities are effective, efficient and sustainable
- have to meet the person specification and will be required to apply for a DBS disclosure

Training and development opportunities will be offered. All staff are encouraged to study further and the academy will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, person specification and application form are available on our websites knowlesprimaryschool.org.uk & waterhallprimary.co.uk. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Please do not send CVs without a fully completed application form. Further information requests or completed applications should be sent to **Lynn Collard** on recruitment@kpsmk.uk

Closing date: 12 noon on Friday 25th September 2020 (extended from 11th September 2020)

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Water Hall Primary School | Fern Grove | Bletchley | Milton Keynes | MK2 3QF | 01908 377 833 | recruitment@waterhallprimary.co.uk | www.waterhallprimary.co.uk