

Seaford Primary School

The governors wish to appoint an excellent school business manager to work with a friendly, supportive and hardworking team.

Hours of work: 37.5 hours per week

Working pattern: Full-time, Monday to Friday. Term-time only would be considered.

Salary £35,650 (SS Grade 11)

If term time only is preferred, the above salary will be pro rata.

Closing date: Monday, 30th October 2023

Interviews: Tuesday, 7th November 2023

For more information and to apply for the above post, please contact:

Seaford Primary School, Wilkinson Way, Seaford, East Sussex, BN25 2JF

Phone: 01323 893450

Email: finance@seafordprimary.e-sussex.sch.uk

Website: <http://seafordprimary.e-sussex.sch.uk>

Please note, we do not accept CVs.

Seaford Primary School is a dynamic learning environment, which is dedicated to providing the very best possible care and education for all our children. The successful candidate will be joining a talented and dedicated staff team who are committed to providing a stimulating, creative curriculum which engages and motivates learners and enables them to achieve their individual, unique potential.

We are seeking to recruit an enthusiastic individual for the post of School Business Manager. The successful candidate will have responsibility for managing strategy and operations of all elements of the business functions. This includes: financial reporting and accounting, health and safety, HR, facilities management and managing the school's business support functions.

This successful candidate will have a proven track record in these areas, have excellent communication and organisational skills, be proactive, possess an aptitude for problem solving and strong interpersonal skills to work alongside the Headteacher, teaching staff and Governing Body. They will collaborate effectively within our team and with external partners.

We recommend that applicants visit our school and meet the headteacher, Mr Chris Davey. An application pack can be obtained via our website, by calling the school office on 01323 893450 or by emailing finance@seafordprimary.e-sussex.sch.uk

This post is covered by the Childcare Disqualification Regulations 2018.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate will be required to demonstrate to

the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations.

If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System.

Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.