

LITTLE HEATH SCHOOL
Little Heath Road, Tilehurst
Reading, Berkshire, RG31 5TY
Headteacher: Mr D J Ramsden



SCHOOL BUSINESS MANAGER **Senior Leadership post**

Grade M/WBC Spinal Points 44-51, £55,513.00-£69,060.00 p.a.,
37 hours per week (full time throughout the year)

We are seeking to appoint an enthusiastic and experienced School Business Manager, who will develop, oversee and manage all aspects of the operational and financial work of the school. As a key member of the Senior Leadership Team, they will play an instrumental role in developing future strategies for the school, incorporating Finance, IT, Health & Safety, Premises, Marketing & Communication and Human Resources work. This is an exciting opportunity for someone with the right skills and attributes to contribute to high level strategic work at the school, and to make a real difference.

The person we are seeking will:

- promote the highest standards of efficiency in the business function of the school, thus ensuring that a high standard of teaching and learning is maintained and that students make outstanding progress;
- as a member of the school's Senior Leadership Team (SLT), provide business management support to the Headteacher, SLT and governing body, thus ensuring that the school makes the most effective use of resources in support of its strategic priorities;
- lead the school's finance strategy, working closely with the Finance Team, establishing a 3-year rolling budget and providing monthly monitoring reports and forecasts;
- formulate and implement policies in a number of key strategic areas, including Financial Management, Health and Safety, ICT, Data Protection and Freedom of Information;
- take a leading role on the school's IT strategy, working with other senior leaders to ensure that IT resources are efficiently deployed in order to both empower learning and improve efficiency across the school's administrative and business support services;
- ensure that the school achieves compliance with all current regulations, including in financial management, Offsite activities and Health and Safety;
- be responsible for the management of contracts at the school, including tendering processes when required;
- line manage the Communications, Finance, Premises and HR Teams.

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in Spring 2021.

As a school, we pride ourselves on our Continuing Professional Development Programme, which supports staff to continually improve their practice in innovative ways.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is the 30th September 2024. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.