

Job Advertisement – Business Manager

Job details

Location: Fitzwaryn School, Denchworth Road, Wantage, Oxon, OX12 9ET

Salary: Grade 10-11, £18.53-£21.98 per hour. FTE £35,745-£42,403. Actual salary based on 25 hours per week/40 working weeks per year, £21,746.11-£25,796.63. Rate will be dependent on experience

Hours: 25 hours per week

Contract type: Part time, permanent, term time only plus 5 inset days and 1 additional week

Reporting to: Headteacher

Start date: ASAP

Closing date: Applications will be considered upon receipt and interviews arranged accordingly.

Fitzwaryn School is a very friendly and extremely successful school for children and young people aged 3-19 years. Our pupils have a range of learning difficulties, including moderate and severe learning difficulties, PMLD and autism. The school was judged Outstanding by OfSTED in all areas in May 2022.

The school is part of The Propeller Academy Trust.

Main purpose

The school business manager (SBM) is responsible for managing the operation of the business functions of our school, including financial management, health and safety, human resources, compliance, and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership teams to focus on teaching and learning.

How to Apply

Further details of the post and the application form are available at <https://www.fitzwaryn.oxon.sch.uk>. Visits to our school are warmly welcomed.

The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.