



Headteacher: Mr Matt Paterson
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t: 01474 567359
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School Business Manager

Full Time (44 weeks per year)
Kent Range 10 (Pro Rata Equivalent)
Required: Summer 2024



Shears Green Junior School is committed to safeguarding and promoting the welfare of our students, so the interview will include questions relating to child protection. Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.



MUSIC MARK SCHOOL



Shears Green Junior School
White Avenue
Northfleet
Kent DA11 7JB

Dear Applicant,

Thank you for your interest in the post of School Business Manager. This is a fantastic opportunity to join the team at a very exciting school, with a very exciting future. We are a diverse four form entry school with 497 children currently on role. Our latest Ofsted inspection rated us as 'Good' with the inspector noting how, '*leaders and staff have high expectations for what pupils can achieve.*'

Shears Green Junior School prides itself on not only its inclusivity but its ability to meet the needs, educationally and emotionally for the families and community we serve. We are thought highly of within our local community for the provision we offer and care we provide for our families.

Our mission is for every single member of our community, no matter their start point or background, to become the very best version of themselves. We believe we can achieve this through the celebration of our four values: kindness, honesty, curiosity and courage. These values are celebrated daily with children being recognised for being the very best version of themselves on a weekly basis.

The school is located on a large site comprising of a main block, built at the end of the 1950s, along with three sets of modular buildings. Alongside this we are blessed with expansive outside spaces for the children to enjoy.

We are looking for a driven and forward-thinking individual who will be able to balance the day to day running of the school alongside the strategic development of our buildings, lettings policy and revenue making opportunities. The successful candidate will lead a team comprised of: finance, site, catering and administrative staff. Further, we would expect the successful candidate to be able to show initiative, work as a team, show positivity, collaborate with colleagues across the Northfleet Trust and have a 'can do' attitude.

The ideal candidate for this post should be organised, proficient in Microsoft Office and 365, with knowledge of FMS6, BPS and familiarity with Arbour. They should be able to work well under pressure and meet deadlines. Strong delegation skills and the ability to foster positive relationships with staff are essential.

Shears Green is a special place to work, and you should expect to have a very supportive team to work around you. Staff benefits include a welfare package, mentor and well being day.

You will be part of the Leadership Team so having a good sense of humour is paramount!

If you share our mission of ensuring everybody has the opportunity to be the 'very best version of themselves,' please apply.



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A job description and person specification is attached to the advert. More information about the school can be found on our website:

www.shearsgreenjuniorschool.co.uk

The closing date for receiving your application is midday on Friday 5th April with interview taking place on Monday 22nd April. A visit to school is essential – we will not be able to consider your application without.

I look forward to hearing from you.

Yours sincerely

Mr Matt Paterson

Headteacher



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