April 2025

Dear Applicant

**Re: School Business Manager**

We are looking for our new School Business Manager to plan, develop and deliver the business support functions of our school and join our senior leadership team.

If you are an experienced, forward thinking professional, with a background in business / financial skills, and would enjoy working in a school environment, we want to hear from you. We would welcome the opportunity to show you around our school.

We can offer you:

* a supportive staff team and governing body
* effective induction including handover
* continuing professional development
* health and well-being package
* a well-resourced school
* dedicated SBM office

The successful applicant will be employed on a permanent contract for 37 hours per week for 39 weeks a year pro rata (although this could be negotiated for the right candidate). It is paid on Kent Range 10 pro rata. Appointment will be from as soon as possible.

Sandling School is committed to safeguarding and promoting the welfare of our pupils and therefore all posts are subject to a DBS check and appropriate references. We also carry out online checks for shortlisted candidates. Please ensure you have read our [Child Protection Policy](https://www.sandling.kent.sch.uk/school-information/policies) prior to application.

The closing date for applications is Monday 28th April 2025 at 9am. Please use the job description and person specification in your application via Kent Teach. Please do not submit CVs as only the application form is read, include all information in this. Interviews will be held on Thursday 1st May 2025.

If you would like to discuss the role further, or book a showround. Please contact the school office to arrange this.

Yours sincerely

Miss C Coombes

Headteacher