**Tenax School Business Manager**

**Vacancy**

This is a fantastic opportunity to manage school business support at the Tenax School Trust’s new free school, Bishop Chavasse CE Primary School. The role is being advertised at 15 hours per week based at Bishop Chavasse, but it is likely the role and hours are likely to grow in line with the expansion of the school over the next 5 years. Furthermore, for the right candidate there may be other opportunities to take on business management responsibilities at other schools or at central level within the Trust.

The successful candidate will manage all aspects of finance, personnel, administration, ​ facilities and H&S for the school, under the direction of the Headteacher and the Trust’s Chief Financial Officer, taking on additional projects as required. You will be expected to display strong financial management skills, be able to think strategically, and have a proven track record of managing people ethically and effectively. Although not essential it would a distinct advantage if you had previous experience of working as a Business Manager, Finance Manager or Bursar, ideally in the Education Sector.  As a crucial member of the school’s Leadership Team, you will be required to make a significant contribution to the overall organisation, management and direction of the school.

Excellent interpersonal skills are vital for this post, as you will be required to develop and maintain effective working relationships with a wide range of stakeholders in order to obtain and present information, provide advice and carry out duties in relation to all school business matters. You will be expected to carry out your duties in line with the Trust and School’s ethos, policies, procedures and relevant legislation.

Should you wish to discuss any aspect of the post before applying, please do not hesitate to contact Catherine Dottridge – CFO, Tenax,  by telephone: 01892 521595 or email: dottridge@[tenaxschoolstrust.co.uk](mailto:dottridge@tenaxschoolstrust.co.uk)

Completed Application Forms should be sent to Claire Isaacs, HR Director, via email at isaacs@[tenaxtrust.co.uk](mailto:dottridge@tenaxschoolstrust.co.uk)  or apply online through kent-teach.com by the closing date 4pm Monday 25th February.    
  
Applications should be submitted on the correct Application Form, no CVs will be accepted.

Further details included in job description, available at <https://jobs.tenaxschoolstrust.co.uk/>

The Tenax Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and proactively model the school’s values.  All posts are subject to vetting checks and a satisfactory enhanced Disclosure and Barring Service check.