**The Oaktree Federation**

**Laughton CP School and Firle CE School**



**School Business Manager**

**Required September 2024 Salary range: 9-12 (£31,662 – £42,875)**

Term-time 42 (39 &3) weeks per year,32 hours per week. Our small, friendly and supportive schools are looking for a School Business Manager to join their team.

The ideal candidate will be responsible for the strategic and operational management of the school's finances, administration, facilities, and human resources.

As a key member of the Senior Leadership Team, you will play a pivotal role in ensuring the smooth running of the school's non-teaching functions.

**Key Responsibilities**

* Financial Management:

Oversee budgeting, financial planning, and resource allocation in alignment with school objectives. Monitor income and expenditure, providing strategic financial advice to the Headteacher and governing body.

* Administration and Compliance:

Manage administrative processes, ensuring compliance with statutory requirements and school policies.

Coordinate efficient administrative systems to support the school's operational needs.

* Facilities and Resources:

Maintain a safe, welcoming, and functional school environment. Oversee facilities management procurement, and the efficient use of resources.

Lead on HR functions, including recruitment, and ensure adherence to HR policies and procedures.

**Required Skills & Qualifications:**

Proven experience in financial management, preferably within an educational setting.

Strong leadership, organisational, and communication skills.

Knowledge of HR processes and statutory compliance requirements.

Ability to work collaboratively with staff, stakeholders, and external partners.

Relevant degree or professional qualification in finance, business management, or related field. Additional qualifications in school business management or finance desirable

Visits to the school are most welcome. Application forms and more information available from the School Office on 01323 811306 and website <http://www.laughton.e-sussex.sch.uk> or email school at **laughtonoffice@oaktreefederation.co.uk**

Closing date: Friday 17th May Interviews: Friday 24th May

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check. CVs are not accepted.