

School Business Manager - Whitley Park Primary and Nursery School

Salary range £37,938 - £40,476 pro rata (Actual £24,315 to £25,941 Per year)

Permanent, Term time only plus two weeks - 27 hours per week

Are you searching for an exciting new challenge? Whitley Park Primary and Nursery School may be exactly what you are looking for!

We are looking for a well-qualified, capable, enthusiastic and organised School Business Manager who will support us at an exciting point in the development of the school, as we continue on our improvement journey.

As the School Business Manager, you will be a valued member of the school's Senior Leadership Team. You will lead and manage the school's finances and annual budgeting process, HR and external contracts, including IT and data protection. Importantly, this includes the opportunity to help shape significant developments to special needs provision at our school, as part of an anticipated federation process.

This is an exciting prospect to help shape and grow the future success of the school, as part of an experienced leadership team, on a mission to make Whitley Park Primary and Nursery an outstanding, inclusive school for the local community.

We are looking for somebody who can take on the following roles:

- **Strategic Role:** Play a key role in strategic planning, oversee financial aspects, and provide advice to the Headteacher and Governors.
- **Finance:** Prepare detailed budgets, manage accounting procedures.
- **Human Resources:** Manage personnel records, oversee recruitment processes, resolve salary and contract issues, and advise on complex personnel issues.
- **Line Management:** Lead and manage finance and admin teams, create and implement recruitment/induction/appraisal/training systems.
- **IT:** Improve the school's integrated network and ICT facilities, liaise with IT providers, and assist in decision-making.

If you are interested in joining a school that:

- has an enthusiastic team of dedicated people who will support you
- values and lives by our school motto of *Aspire, Believe and Achieve*
- will give you opportunities to grow professionally
- makes a difference to a fantastic community

Then we would love to hear from you.

Want to know more? Please visit our website to appreciate what we have to offer -

<https://www.whitleyparkprimaryschool.co.uk/>.

If you would like to visit and see for yourself what our school is like, or would like to request an application pack please contact Wendy Owen on 0118 937 5566 or by email adminasst@whitleypark.reading.sch.uk

Closing date: Sunday 25th May 2025

Interview date: Week commencing 2nd June 2025

Start date: Preferably July 2025 but will also consider September 2025

Whitley Park Primary and Nursery School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

For the purposes of Equal Opportunities, we can only accept Reading Borough Council application forms.