

**Knowsley Central School
Mossbrow Road
Huyton
L36 7SY**

**School Business Manager
Pay Band N / SCP 42 - 43
£38,052 - £39,002 per annum**

**36hrs per week / 52 weeks per year
Permanent**

To commence 1 September 2018

Knowsley Central is a special school for children aged 2 – 14 who have a wide range of needs, including Autism, and with a multi disciplinary team supporting mainstream schools

Due to the retirement of the current post holder, the Governors seek to appoint a dynamic, self-motivated, enthusiastic, and experienced Business Manager who is an outstanding practitioner and who will be part of the extended school senior leadership team. The successful candidate will have experience of working in a fast paced school office, with an excellent working knowledge of SIMS.net, FMS and of school financial procedures. Good numeracy, literacy and IT skills are essential as is the ability to communicate successfully with a wide range of stakeholders.

The successful candidate will:

- be responsible for financial planning, monitoring and reconciliation of the school budget; preparation of financial reports, returns and accounts to ensure the school operates within budgetary constraints and in accordance with regulatory requirements and timescales.
- work closely with the Head teacher and Governors in all matters relating to school finance.
- be office manager and line manage administrative staff, including commissioning and delegation of relevant activities, including the school administrative and communications functions ensuring all pupil records are maintained, and management information, school records and publications are produced within the required timescales.
- be responsible for all recruitment and personnel issues ensuring that they are managed in accordance with regulatory requirements.

This is an excellent opportunity to utilise your energy and enthusiasm In order to take on a new challenge and join a team of dedicated hardworking and committed professionals. For an informal discussion about the posts, for further details or to arrange a visit, please telephone Pam Bellis, Business Manager

Telephone 0151 477 8450
e-mail pam.bellis@knowsley.gov.uk
website www.knowsleycentral.co.uk

Further information about the post including the job description, person specification, application form can be downloaded from the school web site. If there is difficulty in accessing any of the documents, please contact the school office.

Completed application form is to be returned to the school either by email or hard copy for the attention of Pam Bellis before the closing date

Closing date: Thursday, 17 May 2018 (5.00pm)
Interview date: Thursday, 24 May 2018

Knowsley Central School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK