



School Street, Greetland HX4 8JB

Telephone: 01422 372893

Website: <https://greateightstrust.org.uk/>

The Great Heights Academy Trust is at an exciting stage of growth and development. Currently we are a growing multi-academy trust with four schools in the West Yorkshire area, and a fifth school due to join in the autumn term. In addition we are home to a Teaching School, SCITT, Research School and an English Hub.

For a full profile of the MAT please visit:

<https://greateightstrust.org.uk/>

To support our ambitions, we are seeking to expand our MAT Team with the recruitment of a new post to start as soon as possible:

Experienced **School Business Manager** to join the Leadership Team at The Greetland Academy alongside supporting the team of SBMs across the Trust

37 hours a week term-time + 15

days Scale SO2 (26-28) £30,451 -

£32,234 (FTE)

Permanent

What we offer:

- The opportunity to work with a progressive and forward thinking, Multi Academy Trust.
- Opportunities for development and career progression
- Benefits include –generous holiday entitlement, contributory pension through West Yorkshire Pension Fund.

An application pack can be downloaded from the Great Heights Academy

Trust website: <https://greateightstrust.org.uk/employment-opportunities/>

Please enquire about this role and/or return your completed application form by email to Jayne Firth: j.firth@greateightstrust.org.uk

Supporting Information - School Business Manager:

You will be an active member of the Leadership Team being responsible for promoting the highest standards of business ethos, underpinning the values and vision of the Trust and the Academy. You will be responsible for strategic planning in relation to the business and support services of the Academy.

You will be responsible for personnel management; premises/catering management; admissions and attendance management; administration; finance; training and development of non-classroom based staff and all matters within the management of the Academy which are supportive to, but do not directly involve teaching and learning.

You will be employed by the Trust and be a key member of the SBM team within the Trust working with other SBM's and must be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.

What we will need:

- You will be an experienced SBM proficient in dealing with personnel management; premises/catering management; admissions and attendance management and administration
- You will have proven experience of strategic planning, budget monitoring, cash management and procurement
- You will be familiar with MIS programmes and IT modules
- You will be confident in line managing staff
- You will be capable of working with changing priorities and have a proven ability to handle a range of situations
- You will be confident in successfully networking and building relationships with other organisations or institutions.