



Marsden Junior School
School Business Manager
Permanent role, 30 hours per week
Term time only plus 5 days
Salary - £22,706 (FTE £32,076)
To start – Immediately

Marsden Junior School are looking to recruit a motivated, reliable, and conscientious School Business Manager to join our dedicated team. As the School Business Manager, you will play a crucial role in shaping the school's support functions. Your responsibilities will include effectively managing the strategy and operation of the business functions at Marsden Junior School, including finance, premises, compliance, administration and health and safety. You will work closely with the Principal and Senior Team to ensure the school has adequate and suitable resources to meet its educational aims.

We are looking for an inspiring leader with previous experience in school business management. The successful candidate will be someone who understands how the business provision impacts all aspects of the school and will actively uphold and demonstrate the school's vision, values, and aims.

This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. A problem-solving attitude to work is essential. The successful candidate must have a positive attitude towards team working, have excellent interpersonal skills and be proficient in using Microsoft Office.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with eight schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

If you are interested in applying for this role, please complete our application form and return, as a Word Document to Hayley Drummond, Recruitment Officer at h.drummond@greathightstrust.org.uk

Closing date: Wednesday 10th April

Interviews: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process.