

We are looking to recruit an outstanding School Business Manager for our outstanding Schools

The Role

Responsible for the strategic approach to Financial Resource Management/Office and Administration Management/Facility & Property Management/ Health & Safety Management within the Northern Hub of the Eden Academy Trust, this is an academy trust for specialist schools who support young people with complex needs.

Promotes the highest standards of business ethos within the administrative function of the Southern Hub and strategically ensure the most effective use of resources in support of the Hubs learning objectives

Responsible for providing professional leadership and management of operational staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

Work pattern:

This is full time, full year post, working across schools in the Northern Hub (currently located in Hexham and Carlisle).

The post will be mainly based at James Rennie School, Carlisle. Travel will be required to other sites to meet the needs of the business.

Required to work such hours as necessary to meet the demands of the role with a minimum of 37 hours per week.

Annual leave will be expected to be taken during the school holidays in negotiation with the Headteacher.

Salary information: Scale POC 39-43 £43750 - £47665 per annum

Additional Information about our Trust and Schools

The Eden Academy Trust consists of five specialist schools and settings located in our Southern Hub and two specialist schools in our Northern Hub, with a further post-16 satellite development planned to open in Carlisle in November

2023. Our schools specialise in meeting the educational needs of children and young adults with a range of complex needs including those who are autistic, and those who have physical or sensory needs. Both Schools have been recognised as outstanding schools this academic year.

This is an opportunity to join the Eden Academy Trust as we grow. This role will support the Chief Operating Officer.

We would like to hear from candidates who:

- have experience in finance, resource management, facilities management and Health and Safety
- are experienced managers
- are a proactive and a clear communicator
- have an interest in education
- can understand what best value means for our young people

We would welcome applications from candidates in the commercial sector as well those with relevant school experience.

Contact

If you would like further information, or an informal conversation please contact sudhi.pathak@theedenacademy.co.uk

Further details and application packs are available electronically to be downloaded from the vacancy section of our website

www.jamesrennie.cumbria.sch.uk

www.hexhampriory.co.uk

CLOSING DATE: Wednesday 26th July 2023

INTERVIEWS: w/c 31st July 2023