



**SECAT T/a**  
**Thorpedene Primary School**  
**School Business Manager (temporary)**

**Start date:** ASAP

**Salary range:** Level 9 point 40 to 47 (£36,153 to £42,806)

**Contract:** Fixed Term for 1 year with the possibility of an extension

Thorpedene is part of a multi academy trust based in Shoeburyness. SECAT is a medium to small MAT, consisting of 6 schools providing education for children aged 3 - 19

Due to the Secondment of our current SBM, we are seeking to recruit a temporary School Business Manager (SBM) to be appointed from January to August 2019 to play a key role in the school's ongoing development. The candidate will be an ambitious, inspiring professional with the skills, drive and determination to help move our school forward.

You will need to be a forward thinking and innovative individual, able to work closely with our teaching and non-teaching staff and the governing body, managing the school's finances, premises and support services.

Previous successful experience of planning and delivering budgets, managing projects and people is essential.

The working hours for this post will be 37 hours per week, over five days, and 52 weeks of the year.

For further information about the school, please visit our website. Visits from prospective candidates are warmly welcomed and encouraged.

Please call the school office 01702 582225 or email [fhf@thorpedene.southend.sch.uk](mailto:fhf@thorpedene.southend.sch.uk) to book an appointment to view our school.

Thorpedene Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The Trust follows the Prevent Duty and Radicalisation Agenda. All appointments are subject to safer recruitment requirements to ensure the safeguarding of children and young people.

Thorpedene Primary School is part of a Multi Academy where all individuals are welcomed and valued. Students and Staff are encouraged to appreciate our diversity and we work hard to eradicate intolerance of any form. We aim to create a culture in the school where continuous improvement in all educational standards is an expectation.

**Closing date:** 30<sup>th</sup> January 2018

**Interviews are scheduled for** W/C 4<sup>th</sup> February 2018