

Tranmere Park Primary School
Headteacher: Mrs Kirsten Finley
Ridge Close, Guiseley LS20 8JJ

T 01943 875 050
F 01943 871 041
E secretary@tranmerepark.leeds.sch.uk



School Business Manager - Permanent

SO2/POI 37.5 hours full-time per week Term time only + 15 days

Closing date: Friday 30th November 9am – Please note late applications will not be accepted.

Start date: 7th January 2019

Due to the current post holder progressing to take up the post of Finance Director at our thriving and successful Teaching School Alliance, Noctua, Tranmere Park Primary School are now looking to recruit a dynamic and knowledgeable School Business Manager.

We wish to appoint a School Business Manager who has the expert knowledge and experience to strategically lead our school alongside the Co-Headteachers and Senior Leadership Team.

Our new School Business Manager will be a member of the Senior Leadership Team, responsible for all aspects of finance, personnel, health and safety, premises, communication and administration. Experience of working within a school setting is strongly preferred and a certificate/degree in School Business Management is desirable.

We would expect our SBM to maximise the financial resources available to the school including income generation. They would ensure that the resources available are deployed efficiently to support the work of the school.

We offer:

- The opportunity to join a welcoming, warm and friendly team
- Children who love to learn
- A strong commitment to work/life balance
- An environment where you will laugh daily!

We would strongly encourage potential candidates to visit the school please contact

Mrs Sanderson to arrange this. We look forward to meeting you and giving you more information about the role. An application pack is also available on our school website.

www.tranmerepark.leeds.sch.uk

Shortlisting will take place on Friday, 30th November and interviews Tuesday, 4th December.

Please return your completed application form by e-mail to Co-Headteachers at

secretary@tranmerepark.leeds.sch.uk

Tranmere Park Primary School
Headteacher: Mrs Kirsten Finley
Ridge Close, Guiseley LS20 8JJ

T 01943 875 050
F 01943 871 041
E secretary@tranmerepark.leeds.sch.uk

