

ST.CLEMENT.DANES.SCHOOL

Headteacher: Josephine Valentine BSc, PhD



SCHOOL BUSINESS MANAGER

It is an exciting time to be joining St Clement Danes as the school is flourishing with a recently completed building programme, expanding numbers, excellent examination results and the designation of the Headteacher as National Leader of Education and St Clement Danes as a National Support School.

The Business Manager will be a member of the Senior Leadership Team which comprises Headteacher, two Deputy Headteachers and three Assistant Headteachers.

The newly appointed Business Manager will lead a support staff middle-management team responsible for the areas of Finance, Premises, Administrative, ICT support and Reception. Attached is a proposed management chart for support staff. However, the Business Manager will have flexibility to develop the line management structures as he/she judges best in order to reflect the school requirements.

The post is full time, all year, at 37 hours per week, with 30 days holiday allowance. It is expected that the Business Manager will take most of his/her holiday allocation during school holidays.

There is an expectation, in line with other members of the Senior Leadership Team, for the School Business Manager to attend events beyond the normal working day.

The salary will commence at £46,673 and be within the range £46,673 to £50,169.

The postholder will report directly to the Headteacher who will conduct the annual performance management review.

It is envisaged the appointment will be made before the end of the Summer Term 2010 with a start date at the beginning of the academic year 2010/11.

June 2010

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced Disclosure CRB check.