

Vacancy for School Business Manager

Details of Vacancies	
Name of school	Willowbrook School and Nursery
Full address	Summer Lane, Exeter, EX4 8NN
Number of pupils on roll	410
Job Title	School Business Manager
Post 1	Hours 8-4.30 Monday to Friday (1/2 hour lunch) 39 weeks a year plus 2 days to be used flexibly at busy times. Grade G £32,029 - £35,934 (pro rata)
Closing date	Closing date for applications: Wednesday 27 th May noon
Interview date	Interviews: WB 1 st June (likely to be virtual)

Willowbrook School is a vibrant, two-form entry school, serving a diverse community on the outskirts of Exeter. The governors, staff, and parents are seeking to appoint an enthusiastic and well-motivated School Business Manager to join us for September 2020.

You will have:

- A good degree
- A certificate, or diploma, in School Business Management
- Leadership and management experience of areas including finance, personnel and health and safety
- Excellent communication skills and the ability to present both written, and oral information for the Headteacher, Senior Leadership Team and Governors
- Experience of premises and facilities management
- A genuine desire to involve yourself fully in the life of our school and to work as part of our forward-thinking team of professionals

The successful candidate will join the school's Senior Leadership Team and be expected to make a major contribution to the work of that team in all aspects of its work in school.

Visits to the school are not possible due to Covid-19 but we recommend that you visit the school website on www.willowbrook.devon.sch.uk or our twitter feed @Willowbrook_Exe

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment.

This role requires an enhanced DBS disclosure.