



Milton Road, Addlestone, Surrey KT15 1NY
Telephone/Fax: 01932 842785
Email: admin@ongar-place.surrey.sch.uk • Website: www.ongar-place.surrey.sch.uk
Headteacher: Mrs T L Good BEd Hons, MA, NPQH

School: Ongar Place Primary School
Milton Road
Addlestone
Surrey
KT15 1NY

Tel: 01932 842785
E-mail: admin@ongar-place.surrey.sch.uk
Age range: 4 – 11 Single form entry

Job Title: School Business Manager
Contract: Permanent
Hours: 28 hours per week to be spread over 4/5 days
Term time only plus 2 weeks as agreed
Salary: Pro rata to Surrey Scale 9 or 10 £34,688 – £43,744 depending on experience
(£24,281 – £30,620)
Starting date: 23rd April 2019 or as soon as possible.

Details of post:

Applications are invited from experienced and adaptable business managers to join our inclusive school and play a key role in its future. You will work closely with the headteacher, governors and senior leadership team to continue to develop the school and share our commitment to the learning, progress and well-being of all our children and staff.

The successful candidate will be an enthusiastic, self-motivated and resourceful professional. They will take the strategic lead in planning, development and monitoring of all finance, personnel and premises related issues. They will be able to communicate effectively at all levels and will also lead and manage our office and support teams.

We invite people from a range of professional backgrounds with strong finance/accounting skills who can demonstrate the ability to operate strategically and who share our passion for education to apply. Applications with a qualification in School Business Management or experience in school would be particularly welcome.

The successful candidate will be:

- Experienced in business, finance and resources management
- Skilled at managing systems and people
- An effective communicator
- Committed to professional development

We offer:

- an inclusive environment where every member of the school community matters
- good training and professional development opportunities
- a well-resourced school environment
- a collaborative approach

Visits to the school are encouraged and warmly welcomed. Please contact the Mrs Good or Mrs Reardon to make an appointment.

Closing Date: 28/01/2019 noon

Interview date: TBC