



**School Business Manager**  
**M1 (Salary between £34,788 - £38,813 – depending on experience)**  
**37 hours per week – 52 weeks per year**

We are seeking to appoint a highly skilled, professional and team-orientated person to the exciting new role of School Business Manager. This is a senior leadership position and you will be working closely with our Principal, Executive Headteacher and School Governing Body

The successful candidate will have preferably worked within a school position but not essential. This role is a permanent opportunity and would suit someone who is looking for the chance to join a welcoming team of school office staff, working within a busy office environment.

In this role as Business Manager, you will be responsible for providing professional leadership and management of school support staff with overall responsibility for Finance, HR, Facilities Management and IT. You will be supporting the Trust Finance Team which may include budgeting, invoicing and petty cash and liaising with school staff along with external agencies. The role will also involve aiding the strategic direction of the school including financial plans, change projects and procurement.

For further details and an application form please visit [www.adeyfield.herts.sch.uk](http://www.adeyfield.herts.sch.uk).

Completed application forms and a covering letter should be sent to:

Mr Phil O'Neil, Trust Business Manager: Email: [flowersj@adeyfield.herts.sch.uk](mailto:flowersj@adeyfield.herts.sch.uk)

**Closing date for receipt of applications: Tuesday 7 January 2020**

**Interviews to be held: Wednesday 15 January 2020**  
(Please apply early, as advert may be retracted, if suitable candidate found.)

We welcome visits from potential applicants.

Mrs Janice Flowers, Principal's PA & HR Manager on 01442 406020.

E-mail: [flowersj@adeyfield.herts.sch.uk](mailto:flowersj@adeyfield.herts.sch.uk)

We are an ATLAS Multi Academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Executive Headteacher: Mrs M. Chapman  
Sandridgebury Lane, St Albans, Herts, AL3 6DB  
Tel: 01727 853 134 Fax: 01727 831 157  
email: [admin@stags.herts.sch.uk](mailto:admin@stags.herts.sch.uk)  
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