



School Business Manager Level 2
Grade: N8, Salary range: £34,373 - £38,553

The students, governors and staff wish to appoint an enthusiastic and motivated individual to the post of School Business Manager. This is an excellent opportunity for a highly skilled and experienced professional to join the Senior Leadership Team in a dynamic and forward looking school which is constantly challenging itself to further improve the quality of its provision.

Sir Charles Parsons School is a secondary school (11 - 19) catering for students who experience significant learning difficulties. This includes students operating at the very early stages of cognitive development and some students whose behaviour may at times challenge those supporting them. The school was judged by Ofsted to be an 'outstanding school' after its last four inspections (October 2006; June 2010, March 2015 and January 2019).

The successful applicant will be an experienced and successful team leader who has a strong track record of business management within the education sector. They will have excellent interpersonal skills and will work well as part of a multidisciplinary team.

We are strongly committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo a range of recruitment checks and to obtain an Enhanced Certificate of Disclosure from the DBS. As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection; even if you indicate otherwise.

We positively encourage prospective candidates to visit the school prior to application and this can be arranged by contacting the School Business Manager.

Application packs, including an application form, job description and person specification can be obtained from Mrs Sharon Palmer (School Business Manager) on 0191 2952280 or sharon.palmer@scp.newcastle.sch.uk
Please return all applications to the school for the attention of Mrs Palmer.

Closing date: 12 noon, Friday 11 November 2022

Interviews Friday 25 November 2022 (subject to change)