



Meadow Park
Patience, Guidance and Determination

Name of School: Meadow Park School
Full postal Address including post code: Haswell Drive
Stockbridge Village
Knowsley MBC L28 1 RX
Website: www.meadowparkknowsley.co.uk
Telephone: 0151 477 8100
Email: meadowpark@knowsley.co.uk
Head Teacher: L Riley
Job title: **School Business Manager**

Grade: Pay Band N / SCP 36- 37 / £39,880 - £40,876 per annum pro rata

Contract Status: Permanent

Hours / Weeks: 36 hours per week / 46 weeks per year

The Governing Body of Meadow Park School wish to appoint an enthusiastic, positive and caring School Business Manager, supporting the leadership team in delivering high expectations and standards.

We are looking for someone who will provide:-

Management responsibility for effective whole school administration organisational systems, working with a large degree of independence and significant accountability.

Budget preparation with the Head teacher. Responsible for the planning, expenditure, monitoring and evaluation of budgets. Responsible for the effective management of all financial administrative processes ensuring compliance with financial regulations.

Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.

Responsible for human resource issues and for premises related matters including building projects.

Line management responsibility.

Qualification & Training Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification. NVQ Level 4 or Degree or equivalent qualification or experience. Diploma in School Business Management. Requirement to complete Support Staff Induction Programme. Requirement to complete Appointed Persons First Aid at Work training.

Meadow Park School is committed to safeguarding, to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.



Closing Date: Tuesday 26th January, at 12 noon

Interview Date: To be decided

**How to Apply: Please apply by application form to email address
Louise.Riley@knowsley.gov.uk**