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Advertising Form

Fully completed advert requests will be live on greater.jobs within 48 hours.

When completed this form should be returned to jobs@greater.jobs

Please attach any documents to be included on your advert within your email response.

Employer Name: North Cestrian School (The Hamblin Education Trust)		Full Postal Address: Dunham Road Altrincham Cheshire WA144AJ	
Position Title: School Business Support Manager			
Job Category: Education School		Job Type: School Support Staff	
Contract Type (please tick only one)			
Temporary: <input type="checkbox"/>	Permanent: <input checked="" type="checkbox"/>	Casual: <input type="checkbox"/>	Volunteer: <input type="checkbox"/>
Seasonal: <input type="checkbox"/>	Self Employed: <input type="checkbox"/>	Secondment: <input type="checkbox"/>	
Working Pattern (please tick only one)			
Full Time: <input checked="" type="checkbox"/>	Part Time: <input type="checkbox"/>	Term Time : <input type="checkbox"/>	Shift: <input type="checkbox"/>
Salary Details			

Salary from (£): £33,136

Advert Details

Publication Date: 03/01/2019

Closing Date: 18/01/2019

Closing time: eg 17.00

Apply link (if applicable):

Advertising Region (please tick only one)

Bolton:

Bury:

Manchester:

Oldham:

Rochdale:

Salford:

Stockport:

Tameside:

Trafford:

Wigan:

Greater Manchester
Services:

Other Locations:

Organisation Type:

Council:

School:

Employer:

Invoice Details

Before we can proceed with advertising your vacancy we require the following information:

Name of Finance Contact: Jo Lacon

Telephone Number of Finance Contact: 0161 928 0858

Email address of Finance Contact: jlacon@agsb.co.uk

Full postal address, if different to what has already been provided:

If you require a Purchase Order number or Cost Code referenced in our invoice this must be provided on submission of this form.

PO or Cost Code:

Advert Text



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Advertising Form

North Cestrian School

School Business Support Manager (SBSM)

Full time / Full Year

Salary: Scale P02/PO3 (£33,136 - £35,229 D.O.E)

North Cestrian School is a long established School located in Altrincham, Cheshire and operates as a member of the Hamblin Education Trust alongside Altrincham Grammar School for Boys. We are looking to recruit a School Business Support Manager to lead and manage the business of the school. We are seeking to appoint a resourceful, dedicated, confident and organised person who will look to manage an effective support team delivering Financial reporting and management, administration and support.

Reporting to into the Chief Financial Operating Officer (CFOO) of the Trust, with a dotted line into the Head teacher of the School, the successful candidate will be responsible for ensuring the services delivered are efficient and in line with the Governance of the Trust and Regulatory bodies.

The post holder will be responsible for managing, advising and overseeing the work of the Finance, Payroll, Human Resources, Data & Examinations and Administration activities within the school. They will also be required to provide support on Estates and Health & Safety matters. The candidate will be required to provide support and expertise for North Cestrian as well as working closely with other schools within the Trust.

The successful candidate will: -

- Have a Professional Qualification in Finance or Accounting such as AAT, ACCA or a School Business Manager specific qualification or relevant qualification e.g CSBM
- Have a working knowledge of Payroll, Financial Management & Statutory Accounting
- Have a working knowledge of MS Excel and other Microsoft Packages and awareness of PSF Financials, SIMS
- Experience of Team leadership & management
- Ability to work under pressure with strong communication and organisational skills

For full details please contact Jo Lacon (jlacon@agsb.co.uk)

Further details available from North Cestrian School, Dunham Road, Altrincham, Cheshire, WA14 4AJ. Tel: 0161 928 0858 e-mail: jlacon@agsb.co.uk. Closing date: 26th November 2018.

Please return to jobs@greater.jobs