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***Together for Children Sunderland, on behalf of:***

***SUNDERLAND CITY COUNCIL***

*Hylton Castle Primary School*

*Caithness Road*

*Hylton Castle*

*Sunderland*

*SR5 3RE*

*Tel: 0191 562 3299*

Website: www.hyltoncastleprimary.org.uk

Headteacher: Mrs Lisa Wood

**N.O.R. 227**

**Applications are invited for the position of**

**School Business Manager**

37 hours per week, permanent contract, term time only + 2 weeks

Grade 8; SCP 31-35 £37,261-£41,496 pro-rata

Required to start January 2024

*‘Dream, Believe, Achieve’*

“*The headteacher and the leadership team have fostered a strong team ethos. They prioritise staff well-being and workload. Most staff feel valued and are proud to work at the school. They appreciate leaders’ response to tackling issues with workload..”* Ofsted, July 2022

We are looking for a reliable, enthusiastic, self-motivated, responsible and skilled School Business Manager to lead on all aspects of school management, finance, personnel, premises, income generation and marketing systems. To start in January with a possible earlier start date for a handover.

At Hylton Castle Primary School we offer:

* A well-resourced and attractive learning environment with fantastic grounds
* A team of hard-working, supportive and friendly staff
* A positive and caring ethos
* A clear commitment to continuing professional development
* Wonderful children!

**How to apply:**

Application packs are available via email from the school office using the email address below. Please return completed applications to Mrs Lisa Wood, Headteacher: [info@hyltoncastleprimary.org.uk](mailto:info@hyltoncastleprimary.org.uk)

* The closing date for applications is **noon Friday 17th November 2023**
* Short listing will be held on **Friday 17th November 2023**
* Interviews will be held on **Friday 24th November 2023**

Please note that an online search of shortlisted candidates will be conducted. This will be carried out on search engines, publicly accessible social media platforms, blogs, and professional networks.

If you do not hear anything within 6 weeks of the shortlisting date, please assume that you have been unsuccessful.

*Hylton Castle Primary School safeguards and protects its pupils and staff by being committed to responding in accordance with Sunderland Local Safeguarding Procedures. The above post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.*