

Head of School Mrs C Leighton
M.Ed.

Lesley Boughton
Chair of Governors



Storey Street
Mexborough
South Yorkshire
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www.miltonschool.org.uk
Twitter @school_milton

SCHOOL BUSINESS MANAGER

The Interaction & Communication Academy Trust are seeking to appoint a highly motivated, experienced, **School Business Manager**, to support the Senior Leadership Team in their school development journey.

Salary Band J-K (NJC 32-39) depending on experience

Actual salary £32,994.78 to £39,525.53

Term Time Only plus 10 days, 37 hours per week – Required to start as soon as possible

The successful candidate will demonstrate

- Experience at School Business Management level
- Experience of leading and managing staff
- Excellent communication and interpersonal skills
- Budget management and financial controls.
- Excellent organisational skills
- An understanding of pupils with special educational needs
- Be flexible and use their own initiative when required and willing to undertake all required professional development opportunities

We can offer:

- A hard-working staff team who are committed to continuous school improvement
- A chance to make a difference to every child's learning
- A commitment to your personal development

For an informal conversation please contact Jane Rawson, Director of Finance by email jane.rawson@icat.org.uk Further information and details on how to apply can be found on www.miltonschool.org.uk Applications must be made by completing the Trust application form and emailing to jane.rawson@icat.org.uk

Closing date for applications is Monday 13th June at midday interviews 21st June.

Equal Opportunities

Our Trust is an equal opportunities employer. We require our Trustees, Governing Bodies, and employees to follow our equality policies and to follow all statutory requirements concerning age, race, religion/beliefs, sex, sexual orientation, and disability discrimination. We strive to achieve a workforce that reflects the diversity of our community.

All applicants are guaranteed an interview if they meet the essential requirements of the Person Specification. As an equal opportunity employer our school is committed to make any necessary reasonable adjustments to the selection process, job role and the working environment that would enable access to employment opportunities for all. Where an applicant is being assessed by the selection panel, decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

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Safeguarding:

The Interaction and Communication Academy Trust (ICAT) is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers, and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.