



THRIFTWOOD SCHOOL & COLLEGE

INTERIM SCHOOL BUSINESS MANAGER – to cover long-term sickness

FIXED TERM CONTRACT (minimum period of 6 Months)

37 hours per week (*negotiable for a strong candidate*)

Closing date: Wednesday 23rd November 2022 (midday)

Interview date: Tuesday 29th November 2022

Scale 8 (point range 25-28)

Term time plus one week (40 wpa to include Inset Days)

Actual Salary: £26,320.00 per annum (pro-rata), Point: 25

Start date: ASAP

Thriftwood is an academy for children aged 7-19 with moderate learning difficulties. Split over two sites in Chelmsford. We are seeking to appoint a forward-thinking Business Manager who will work as part of our Finance and Senior Leadership Team and can:

- Provide high quality strategic leadership on business functions within the school and college, including financial planning, stakeholder management and resource allocation in support of the school and college vision, aims and objectives.
- Provide professional leadership and management of business support staff to enhance their performance.
- Lead on the effective and efficient delivery of business support services across the school.
- Report to governors.
- Be proactive in developing new systems, manage multiple projects and ensure the school is compliant with legislation and internal policies.

Teamwork and the children are at the heart of everything we do, making Thriftwood a truly fantastic place to work.

What we offer:

- Career pathways
- Friendly, caring, and helpful colleagues
- High quality professional development opportunities for all staff
- Wellbeing at the heart of everything we do (pupil and staff)
- A supportive Trust
- Varied, interesting work
- Lots of social activities

Full details can be found in the Job Description and Person Specification information.

A SEAX Trust application form MUST BE COMPLETED - available on the school & college website at <https://www.thriftwoodschool.com/> with additional information, Essex Schools Job website or on request from the school office by calling 01245 266880

Return completed application form to: traceyimhof@thriftwoodschool.com

The SEAX Trust is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

Provide outstanding educational experiences for children and young people with special educational needs and to put the well-being and achievement of pupils at the heart of all decision making

Our greatest asset towards achieving our Vision is our body of **highly valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all our Trust Academies.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This includes obtaining references, medical checks and ensuring compliance with the Disclosure and Barring Service process.

Interviews to be held at Thriftwood School, Slades Lane, Galleywood, Chelmsford CM2 8RW