

Cragside Church of England (Voluntary Controlled) Primary School



Appointment of School Business Manager

Information for Candidates

**Cragside Church of England Primary School
Westloch Road
Southfield Lea
Cramlington
Northumberland
NE23 6LW
admin@cragside.northumberland.sch.uk**



Northumberland
County Council



June 2021

Dear Applicant

Post of School Business Manager – Cragside C of E Primary School

Thank you for your interest in the post of School Business Manager at Cragside Church of England Primary School. If, after reading the information, you feel that you would like to apply, I would ask you to complete and return the application form to joanne.parker@cragside.northumberland.sch.uk by **9am on Thursday 24th June 2021**.

I have enclosed the following information which I hope you will find helpful.

- Job description
- Person specification and criteria for selection

Thank you for your interest in the post and wish you well should you decide to proceed with your application.

Yours faithfully

Paul Rusby
Headteacher

Cragside Church of England (Controlled) Primary School Information for Applicants

Thank you for your interest in the post of School Business Manager at Cragside Church of England Primary School. We hope that the information in the pack, including the job description and person specification, together with the information on our website will help with your decision about whether you wish to apply and your actual application. This is a new and exciting role in our school.

In September 2021, Joanne Parker takes over as Headteacher at Cragside together with a newly appointed Deputy Headteacher and Assistant Headteacher. Our ambitious Governors are passionate that Our HT, DHT and AHT's time is focused on teaching and learning rather than school admin/business and so have created this new post to enable this to happen.

Practical Information about the Application Form

Please ensure that you fully complete all the different sections of the form. We are unable to accept CVs, so please do not attach a CV to your application.

You must not alter the design or layout of the application form in any way. If you need this form in another format (in Braille, in large print etc.), please contact Paul Rusby on paul.rusby@cragside.northumberland.sch.uk

When looking at the section on the application form entitled '*Further Details in Support of your Application*', please would you seek to answer the following area:

Having carefully considered the job description and the person specification please explain how you feel you meet the requirements of the post by providing details of relevant previous experiences. In essence, explain why you feel you would be the right person to be School Business Manager in our school.

Please do this in no more than 2 sides of A4 paper (normal margins, Arial font 11).

Key Dates and Information

- Closing date for the receipt of applications-**9am on Thursday 24th June 2021**
- Shortlisting: **Monday 28th June 2021**
- Potential date for interviews **To be confirmed**
- Start date –**September 2021** (to be negotiated on appointment)
- If you wish to apply, please email a PDF version of your application form and the criminal records declaration form to joanne.parker@cragside.northumberland.sch.uk

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before 9am on Thursday 24th June 2021 as late applications will not be accepted.

Some Information about Cragside Church of England Primary School

Cragside is an active member of the Cramlington Partnership of Schools which consists of seven other primary schools and a special school. The vast majority of our pupils transfer to Cramlington Learning Village at the end of Year 6.

Cragside has good links with Northumberland County Council including their School Improvement Service. Termly meetings with our School Improvement Partner support our drive for high achievement. We have very close links with Newcastle and Durham Diocese Joint Education Team who provide support in areas linked to our distinctiveness as a Church of England school.

Cragside is a two form entry school, starting at Reception. There is a private nursery on our site. There are currently approximately 360 children on roll. Within our school, there are fourteen classrooms as well as outdoor areas for playtimes.

Our School Business Manager is a new and crucial role in our school. Our valued admin team is made up of an office manager and two admin assistant. They are the hub of the school and help to keep us all running efficiently. We envisage our School Business Manager as being involved with the wider school including areas such as budget setting, HR, project management of buildings work, marketing as well as having line manager responsibility for our office team and other identified teams in our school.

We are looking for someone who is naturally positive with a real 'can do' approach; someone with excellent organisational skills and an excellent team member.

We were last inspected by Ofsted in 2017. The judgement was that our school was a good school. The report can be accessed at: <https://reports.ofsted.gov.uk/provider/21/134473>

We were last inspected by SIAMS In 2017. The judgement was that our school was an outstanding school. The report can be accessed at: http://www.jointeducationteam.org/uploads/1/9/6/4/19649219/cragside_siams_july17.pdf

All at Cragside are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.

The majority of our children live with Cramlington with some travelling from just outside our town. We have good links with our local Parish church.

If you wish to apply, please email a PDF version of your application form and the criminal records declaration form to joanne.parker@cragside.northumberland.sch.uk by **9am on Thursday 24th June 2021**.

Thank you very much for your interest in this post.