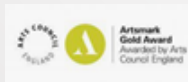




Hawthorn Primary School

School Business Manager
Recruitment Pack 2023





Dear Applicant,

Thank you for your interest in our school. We are looking for a School Business Manager who will work alongside our highly professional, supportive and enthusiastic team to raise standards and systems, and become fully immersed in our Hawthorn Family.

We are a one-form entry Primary School in the West End of Newcastle with approximately 208 children on roll. For over 10 years we have been an In-Harmony school and work closely with Sage Gateshead to deliver a fully immersive music programme.

At Hawthorn, we provide an inclusive and creative environment enriched with experiences to nurture individuals socially, emotionally and academically, enabling them to develop positive relationships. We support children to work together to achieve, succeed and become the best version of themselves.

Hawthorn Primary School is one of eight schools within the West End Schools Trust (WEST). WEST is committed to providing the highest quality support for teaching and learning for pupils, plus a good working culture for our employees.

Joining our Hawthorn Family...

We are looking for a School Business Manager who:

- ▶ Can contribute at a strategic and operational level;
- ▶ Has experience of effectively managing a business, support services and staff;
- ▶ Has professional knowledge of the following business disciplines to an appropriate level:
 - ▶ Finance (especially budgets)
 - ▶ Procurement
 - ▶ Estate Management
 - ▶ Health and Safety
 - ▶ Human Resources
 - ▶ Governance
- ▶ Can demonstrate you are able to manage a team effectively and positively influence others;
- ▶ Ideally has previously worked as a School Business Manager or in an educational setting.

If you think this applies to you, we would love to hear from you.

(Please see job description and person specification for specific details)



We offer the chance to...

- ▶ Be part of a supportive SLT who are keen to enhance Hawthorn's position within our community;
- ▶ Work with staff and governors who are proud of and committed to Hawthorn;
- ▶ Engage with high quality CPD;
- ▶ Work collaboratively with other Business Managers within our Trust;
- ▶ Engage with incredible children who are a credit to our school.



Key Dates and Deadlines

- ▶ If you think you would be an asset to the Hawthorn Leadership Team, please complete and return an application form.
- ▶ Tours of the school are available and we would encourage you to visit our unique school before you apply. Please contact the school office (0191 2734237) to arrange. Tours with the Head Teacher will be available on :
 - ▶ **Monday 20th March** (from 2pm)
 - ▶ **Friday 24th March** (from 10:30am)
- ▶ Closing date: **Tuesday 28th March by 4pm**
- ▶ Shortlisting: **Wednesday 29th March**
- ▶ Interviews: **Wednesday 19th April**
- ▶ Completed applications packs should be returned via email to the Head Teacher, Jane Dube, by 4pm on Tuesday 28th March:

Mrs Jane Dube jane.dube@hawthorn.newcastle.sch.uk

