

# Simonside Primary School

Bedeburn Road  
Newcastle upon Tyne  
NE5 4LG



## **School Business Manager**

**Grade N8 £38,223-£42,403 per annum, pro rata**

**Actual Salary: £32,490-£36,043 per annum**

**The post is term-time only plus 3 additional training days**

**Full-time and part-time will be considered**

We are looking to appoint a qualified and highly motivated professional to the post of School Business Manager for Simonside Primary School as part of the newly established ONE (Owl North East) Trust, a multi-academy trust. We are looking for a dynamic, organised, friendly business manager to join our dedicated and hardworking team of professionals.

The role will begin on 1<sup>st</sup> September 2024.

**You will be employed by ONE Academy Trust to work at Simonside Primary School and any other location which may reasonably be required by the Board of Trustees for the proper performance and exercise of your duties.**

The successful candidate will:

- Have a flexible, agile workstyle within a leadership role, demonstrating a strong collaborative ethos and excellent decision making skills
- Hold an accountancy qualification/or working towards this (e.g. AAT, CIMA, CIPFA, ACCA, ACA)
- Have a resilient attitude, with a specialism in one of the following areas: Finance, Procurement, Estates Management or Human Resources
- Be in alignment with the school's and our trust vision, *'to build a shared learning community in which children, young people, staff and parents discover their talents, realise their potential, and develop a passion for learning that endures throughout their lives.'*

We would like to hear from those candidates who feel that they can demonstrate the characteristics and skills we are looking for and hold the relevant qualifications to meet the demands of this post.

This ONE Trust is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.

**Application Details:** Further information and application forms are available to download from our school website. <http://www.simonside.newcastle.sch.uk>

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**Closing Date:** Thursday 2nd May, 2024

**Please send your application form and covering letter to:**

Mrs L Thompson, Head Teacher, Simonside Primary School or email to  
[admin@simonside.newcastle.sch.uk](mailto:admin@simonside.newcastle.sch.uk)

**Shortlisting** will take place on Friday 3rd May 2024. We will contact via phone those candidates successful for interview.

**Interviews** will be held on Thursday 9th or Friday 10th May 2024.

**For further information about this post** please contact Louise Thompson, Head Teacher.  
Phone: 0191 2860776

**Interested candidates are warmly invited to look around the school on Friday 26th April or Monday 29th April. Please contact the School Office to confirm.**