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| **Recruitment Advertising Request Form** | | | | |
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| **Please type advert wording as you wish it to appear** | | | | |
| **School** | Whitehouse Primary School | | | |
| **School address (please ensure that the school’s full address and post code are shown)** | Whitehouse Lane  North Shields, NE29 8PE | | | |
| **School telephone number** | 0191 643 2890 | | | |
| **School fax number** |  | | | |
| **School e-mail address** | office@whitehouseprimary.org.uk | | | |
| **Post title** | School Business Manager | | | |
| **Salary scale/grade** | Grade 8 (SP23-27) £24,321 to £27,493 | | | |
| **A Permanent employee** | **Yes X No** | | | |
| **A Fixed Term employee** | **Yes No X End Date:** | | | |
| **Casual Contract** | **Yes □ No X** | | | |
| **Hours Per Week** | **Hours: 37** | **Mins: 00** | | **FTE: 0.853** |
| **Term Time** | **190 - Yes □ No □** | | **195 – Yes X No □** | |
| **Date on which appointment is to commence if known** | As soon as possible | | | |
| **Description:** Whitehouse Primary School is a happy and inclusive, smaller than average primary school situated in North Shields with 206 on role including a Nursery and two year-old provision. Whitehouse has an Additional Resourced Provision within it for pupils with MLD. The school is a Trust school and is part of the North Tyneside Learning Trust.  Governors are seeking to appoint a dedicated and experienced School Business Manager. This is a fantastic opportunity for someone with finance, HR and health and safety experience. You will work closely with the Headteacher and the Senior Leadership Team. We are seeking an individual who shares our vision and commitment to ensuring the very best for every child. The successful candidate:   * Holds a level 4 ILM diploma in School Business Management or equivalent in a relevant discipline * Has experience of HR, finance and health and safety * Is a hardworking and dedicated practitioner * Is enthusiastic, resourceful and committed to ensuring the highest possible standards * Is solution focused and a problem solver. * Is willing to contribute to the life of the school and its community * Has a commitment to their own personal and professional development * Works effectively in partnership with all stakeholders * Is able to work cooperatively as part of a team, offering support, guidance and training when required   You will work 37 hours. The post is term-time only over 195 days.  Whitehouse Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.  An application pack, job description and person specification are available to download from the Whitehouse Primary School website. If candidates would like a visit to the school please contact the School Office on 0191 643 2890 to book a slot.  Completed applications should be emailed to: [office@whitehouseprimary.org.uk](mailto:office@whitehouseprimary.org.uk)  Short-listing will take place on Wednesday 17th November 2021 | | | | |
| **Please complete on separate sheet if necessary** | | | | |

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| **Application forms/further details available from/return to**  **(any special instruction e.g. send S.A.E.)** | [office@whitehouseprimary.org.uk](mailto:office@whitehouseprimary.org.uk)  Or contact the school office on: 0191 643 2890 |

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| **Publication(S)** | | **Insertion Date(S)** |
| North Tyneside Team Work Bulletin | | Two weeks |
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| **Adverts for the T.E.S, please indicate which section e.g. Secondary English** | | |
| **Any special instructions**  **(e.g. school logo, border etc.)** |  | |

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| **Closing date (min of 2 weeks from insertion date):** | Tuesday 16th November 2021 |