



School Business Manager

Start Date: ASAP

Part Time: 13 hrs per week, term time only

Salary range: Bursar level 2 Scale 6 pt 18-22/SBM level 1 MG8 1-5

depending upon experience

Applications will be considered upon receipt

We are looking to appoint a highly motivated School Business Manager for our unique school set in the heart of Windsor Great Park. This is a key post within the school administering the school's finances and budgets.

Our Christian ethos and royal connection give a special dimension to our character and values.

We are looking for someone who:

- Has a finance background and is, ideally, an experienced School Business Manager
- Is methodical and organised and can prioritise work load
- Has excellent communication and interpersonal skills
- Is highly computer literate with a strong working knowledge of Excel
- Has experience in preparing budgets, budget monitoring and forecasting the year end outturn
- Has experience of premise management
- Has knowledge of health and safety law and requirements, or is willing to undertake training
- Is an enthusiastic, flexible team player who is able to work proactively
- Is able to support the governing body with financial reporting and attend finance meetings
- Is able to embrace our values

We can offer the right candidate:

- A warm and friendly family school
- Fantastic colleagues and governors – supportive and collaborative
- Flexibility
- An outstandingly beautiful and tranquil working environment

Visits to the school are warmly welcomed. To arrange a visit, or if you require any further information, please contact us on 01784 434274 or by email office@theroyalschool.org.uk

Application forms and job description can be found at <https://www.theroyalschool.org.uk>

Please do not send a CV. For the purposes of Equal Opportunities, we can only accept RBWM application forms.

This School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An Enhanced DBS will be sought from the successful candidate.

The Royal School, The Great Park Windsor, Berkshire, SL4 2HP

Headteacher: Mrs Victoria Harrall