



COMPASS LEARNING CENTRE

School Business Leader – Permanent, Full or Part Time. Hours by negotiation between 30 and 37 hours per week.

Salary Scale - Grade 11, points 28-34 £36,648 - £42,403 PA (Full Time Equivalent)

Do you have experience in the world of Finance or Business Management or Administration? Are you looking for a new challenge or opportunity to build on your existing skills and experience?

You could be the person we are looking for.....

Compass Learning Centre is looking to appoint an inspirational and energetic School Business Leader to join our Senior Leadership Team and help drive the school into the future and beyond.

This is an exciting opportunity for a highly motivated and talented professional who will be responsible for managing the strategy and operation of the business functions of our school, and while you do need experience of working within a public or private sector finance or business team, it's enthusiasm and drive that we're looking for.

Compass Learning Centre is a small school (67 students) and you would be joining a team of dedicated staff who are committed to supporting the young people we educate. The role is extremely varied, with no two days the same. You will need to be adaptable, flexible and ready to think on your feet.

We are ideally looking for candidates who are:

- Highly organised and have the ability to work under pressure in order to meet deadlines;
- Able to work on their own initiative with excellent literacy, numeracy and IT skills, and willingness to work flexibly;
- Able to present data and financial information to Governors and senior staff;
- Can positively build on the management and quality of our support services ensuring best value;
- Have an understanding of strategic financial management / planning, performance management, health & safety and HR policies and procedures;
- Confident in leading staff and able to function well as part of a team;
- Hold a relevant professional qualification at level 4 or above.

If you think this post could be for you then come and visit us – see what we're about and how we work, or give us call to discuss the post further.

**Please contact Michelle Nokes, Heads PA in the first instance –
Tel: 01305 – 206530 email: m.nokes@compass.dorset.sch.uk**

Further details about Compass Learning Centre, including a job description and person specification, are included in the attached Information for Applicants.

The closing date for receipt of applications is **12.00noon on Friday 17 November 2023.**

If you would like more general information about School Business Leader roles please go to the following National Careers Service link –

<https://nationalcareers.service.gov.uk/job-profiles/school-business-manager>

Compass Learning Centre is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure & Barring Service check in line with the Governments safer recruitment guidelines. We value the diversity of our workforce and welcome applications from all sectors of the community.

Please ensure that your application is completed in full, listing and detailing all qualifications from secondary school up to the most recent qualifications gained and a full employment history is stated from school until present day.

Compass Learning Centre will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.

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