



The Marchant Holliday School
North Cheriton
Templecombe
Somerset
BA8 0AH

School Business Manager — required ASAP
Salary £30-£35K NJC Pt 36-42 dependent upon experience.

We are a small, well established, independent, residential school that caters for boys of primary age who are experiencing social, emotional and behavioural difficulties. We enjoy an excellent reputation regionally, have good relations with Local Authorities and have received outstanding reports from Ofsted.

We are looking for a positive, dynamic and reliable individual who is able to work as part of our experienced and dedicated senior management team. The candidate will have good IT skills, and should have a working knowledge and experience of Sage accounts, HR practices, employment law, insurance, tax and PAYE. They will be expected to manage a team of support staff at the school and manage all aspects of buildings and premises. They will be responsible for acting as advisor to the Governors on all financial matters involving the school including the presentation of forecasts and budgets.

The ability to think flexibly and creatively and work cooperatively and supportively within a whole school staff team setting is essential.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please access the vacancies section on school website for further details and an application pack. www.marchantholliday.co.uk

Closing date Friday 20th January 2012