

**Corbets Tey School**  
Harwood Hall Lane, Upminster. RM14 2YQ



**Corbets Tey @ The Avelon**  
100 Avelon Road, Rainham RM13 7DH



**Routes 4 Life Limited (First Floor)**  
100 Avelon Road, Rainham RM13 7DH

Head Teacher: Emma Allen

Telephone: 01708 225888

## **Business Manager** Permanent Contract

Scale: **PO3**

Hours: **36 hours per week, 52 weeks per year, 8.30am to 4.30pm (with 1 hour lunch) Monday to Friday and one additional hour per week**

Required: **As soon as possible (subject to notice period of successful candidate)**

Corbets Tey School is a successful special school with supportive governors, staff and very special pupils. The school currently has 155 students on role and operates across two sites and three provisions:

- 120 students on the main site
- 35 students at our Post 16 provision, Corbets Tey @ the Avelon (CT@TA) on our site in Rainham
- 10 students at our Post 19 provision, Routes 4 Life (R4L) on our site in Rainham

We are seeking to appoint a pro-active full-time Business Manager to support the management, supervision and effective and efficient provision of the school support services. The successful candidate will be expected to demonstrate exemplary customer service to internal and external customers and to ensure that effective and efficient administration and site management supports the overall aims and day-to-day operation of the school.

The Business Manager will be responsible for the quality and performance management of delegated staff ensuring high quality of school services and administrative systems including accounting and financial systems, personnel and payroll, premises and facilities management, health and safety, student records and providing direct support to the staff of the school, parents/carers, governors and the public.

### **Main Responsibilities**

- Ensure compliance and timely adherence with school statutory requirements
- Create and utilise management systems to deliver a high quality, effective and efficient administrative systems and services to the school and Local Authority.
- Manage all administrative, clerical and other support functions
- Quality assure, manage and supervise a team of admin staff including quality checking the provision of all internal school administrative services and carrying out performance management of all admin staff
- Lead on GDPR (Data Processing Coordinator)
- Manage and carry out review of non-curriculum School Policies, communicate and monitor policy implementation and continued compliance

An application form should be completed via the Havering jobs website **www.haveringschools.jobs** by the closing date. If you experience difficulties, please contact **Susan Cumbers on 01708 225888**. Visits are welcome by appointment. This post is exempt from the provision of the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake an enhanced disclosure.

Closing date for applications: **Midnight 17<sup>th</sup> February 2019**

Interviews weeks commencing: **4<sup>th</sup> and 11<sup>th</sup> March 2019**

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**This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.**