



## School Business Manager - Job Description

<b>Job Title:</b>	School Business Manager
<b>Appointed by:</b>	Trustees and College
<b>Reports via:</b>	Chairs of Trustees and of College
<b>Position:</b>	Leading the School Management Office
<b>Location:</b>	Cambridge Steiner School, Hinton Road, Fulbourn. CB21 5DZ
<b>Hours:</b>	Full-time (all year round), core hours 9am-5pm
<b>Type of Contract:</b>	Permanent
<b>Deadline for applications:</b>	27 February 2023

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

### Main features of the position

We are seeking to appoint a professional with the experience and skills to take the lead role in the financial, administrative, and systems management of this independent growing Steiner school with a 'Good' OFSTED rating. The successful individual will have the experience and acumen, organisation and social skills to co-design and co-create the ongoing development of school finance, supporting services, and facilities and would play a leading role in achieving the overall vision and health of the school, working with parents, staff, trustees, and donors.

### Working Environment

Cambridge Steiner School (CSS) is one of more than 1000 Steiner schools worldwide, including 35 in the UK. It is the only such school in the thriving city of Cambridge and intends a substantial programme of growth and development. Steiner schools at their best have a rich, friendly character, demonstrating both heart and intelligence. Parents and members of the School appreciate its collegiate principles and person-centred social responsibility. The education cultivates the whole, independent-spirited individual. The ethos emphasises lifelong learning as a school-wide, self-encouraged, practice. It values individual abilities and good performance. It has ambitious purposes, including:

- The school intends substantial growth on sound principles. This will require successful fundraising, recruitment of pupils and staff, development of premises, and good operational systems and processes.

- Leadership responsibilities operate in a partnership between three bodies, while engaging parents and the school community. The College is a peer organisation of the professionals responsible for education and related services. The Trustees ensure statutory and good-sense governance. The School Office ensures effective finance and development, operational systems, facilities, and administration to support the School's educational goals and ethos.
- The successful candidate will be an ex officio member of College and an advisor to the Trustees. With the Chairs of College and of Trustees, he or she will constitute a central communication hub for school leadership and communication. Appropriate professional skills, experience, and commitment are required.
- The school will need to implement a successful financial model providing revenue, project funding, and endowments while also supporting the ongoing ethos of voluntary assistance by friends and family.
- CSS will retain and steward a safe environment and healthy community, in which children have the space to be children and young people the opportunity to find themselves.

### **Unique Opportunity**

This set of objectives and conditions means that the role offers a leading opportunity in the ongoing design and adjustment of strategies, systems, processes, and resources to achieve effective and efficient school life and goals. It means a unique opportunity to make a difference influencing generations in a school with heart, intelligence and enthusiasm. A successful candidate will have the requisite qualities and commitment for this.

### **Next steps**

Please contact the school office ([reception@cambridge-steiner-school.co.uk](mailto:reception@cambridge-steiner-school.co.uk) or call 01223 882727) to express your interest and request an application pack (including full job description and person specification).