

## Vandyke Upper School

Vandyke Road  
Leighton Buzzard  
Bedfordshire, LU7 3DY



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### **School Business Manager (Leadership Scale 10-16) Currently £48,710 to £56,511 with anticipated pay rise in September 2017**

Required ASAP

The School Business Manager contributes to the strategic planning and whole school management within the Leadership Group, by leading and managing support functions across the school in particular, finance, HR (including recruitment and DBS checks), support staff, contracts (including school transport and catering), facilities, health and safety, admissions, income generation, measures to improve efficiency and sustainability across the school, and data returns.

Vandyke is in the process of forming a MAT. We wish to appoint a School Business Manager who will take on the functions of a Director of Operations for the MAT with appropriate adjustment of the job description and salary.

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You will be joining a thriving school. We have completed the first phase of a major building programme providing additional classrooms and new facilities. Vandyke has been chosen by the local authority to form part of an expansion programme within the Leighton Buzzard locality resulting in a forecast increase in capacity to 1500 students.

We would recommend any prospective candidates to visit the school before Friday 21<sup>st</sup> July to see the outstanding facilities for themselves. Please contact the Headteacher to arrange a visit. Visits after this date (during the school holidays) can be arranged by contacting the school on 01525 636718

The school is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check is required for all successful applicants.

Please visit our website for on-line details and an application form or contact Tim Carroll, our Headteacher, by telephone on 01525 636700. Please submit a covering letter with your application.

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**Closing date: Midday Wednesday 2<sup>nd</sup> August 2017**  
**Interviews to be held on Monday 21<sup>st</sup> August 2017**