

### **Business Manager (1 year fixed term to cover maternity commencing in March, 2019)**

Offering education from 2 years 6 months to 11 years, Oakleigh House School starts by building strong and secure foundations that support an inspiring world of education. We use an individualised learning approach which at its heart means we have the ability to understand precisely where each pupil is on their personal learning journey, ensuring that we stretch the most able whilst supporting all pupils to achieve their potential. We hold true to our non-selective ethos and aspire to enrich and add value to each pupil's learning regardless of ability.

The Business Manager, as a member of the Senior Leadership Team, will be expected to provide commercial direction whilst having responsibility for the effective management of all support functions of the school, including finance, premises, compliance, human resources, and health and safety. Candidates should have a strong track record in financial management, commercial acumen and excellent prioritisation and communication skills. A relevant financial qualification and/or school experience are desirable but not essential for this post. Strong leadership abilities are important as the post holder will be required to provide a major contribution to the overall organisation, management and strategic direction of the school.

This role reports directly to the Head with a dotted line into the Cognita Chief Financial Officer (Europe) and is directly responsible for managing the Site and Administration team, and third party service providers including Catering and Cleaning.

Applicants should complete the school's own application form and send it with a covering letter or supporting statement, by post or email, to be received by 9 a.m. on the **closing date of 12<sup>th</sup> December, 2018.**

**NB interviews will be in two stages, with the first round taking place on 19<sup>th</sup> and 20<sup>th</sup> December at the school. Candidates successful in reaching the second round should be available in early January, dates to be confirmed.**

**School postal address:** F.A.O. Recruitment  
Oakleigh House School  
38 Penlan Crescent  
Uplands  
Swansea  
SA2 0RL

**Email address:** [info@oakleighhouseschool.co.uk](mailto:info@oakleighhouseschool.co.uk)

"Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed."