



Achievement for all

Sherburn High School

Headteacher: Ms Miriam Oakley

Garden Lane, Sherburn In Elmet, Leeds, LS25 6AS

Tel: 01977 682442

Web: www.sherburnhigh.co.uk

Email: admin@shs.starmat.uk



School Business Manager

Grade M Scale Point 36-40 (£42,503 - £46,549)

Vacancy Hours: 37 Hours per week

Contract Type: Permanent Full Time

Start Date: January 2023

The opportunity has arisen for an organised and motivated individual to join our amazing team as a School Business Manager. You will be required to provide advice and guidance to the Headteacher and Governors in the strategic and day to day management of the school. You will be working within the busy school environment managing administration, procurement, premises, personnel and finances to ensure the smooth running of the school.

The successful candidate will be well supported into this role but there will be a strong expectation that they will master their brief in a timely manner and quickly start evidencing impact within and beyond their job description. Our staff, parents and governors rightly have the very highest expectations of all school leaders and if you join Team Sherburn you will be expected to model exacting standards in all aspects of your practice.

Information packs can be downloaded from our website at www.sherburnhigh.co.uk. If you are interested in applying for this post please complete the online application form in the link below.

[Support Staff Application](#)

Potential applicants are encouraged to contact/visit the school if further information is required. Please contact Sara Simpson on 01977 682442 or by email on sara.simpson@shs.starmat.uk to arrange a time.

Closing Date: **Monday 12th December 2022**

Interviews will be held: **Thursday 15th December 2022**

Enhanced DBS clearances and references will be obtained prior to appointment.

Sherburn High School is a friendly, top performing and innovative school set in an attractive position in the North Yorkshire rural village of Sherburn in Elmet, which is only 10 minutes from the A1(M) hence making it easily and quickly accessible from Leeds, York, Doncaster, Bradford, Pontefract and the surrounding areas.

Sherburn High School is committed to safeguarding and promoting the welfare of children. We welcome applications from all sections of the community; we appoint on merit.

Sherburn High school is part of The STAR Multi Academy Trust

Age range 11-18 mixed comprehensive with Sixth Form Current NOR 908

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. If you require assistance in applying for this position please contact us on 01977 687969.

