



Assistant School Business Manager

Start Date: ASAP

Full Time, 52 weeks per year Monday to Friday, 8.30am – 4.30pm (35 hours per week)

Up to £30k dependent on experience

Heathermount is a day school, owned by Cavendish Education, set in 14 acres of beautiful grounds in Ascot, Berkshire.

We provide a high-quality education for students aged 5-18 who have a primary diagnosis of Autism. All our students have an Educational Health & Care Plan. We are a well-resourced school with small classes (max 8) with students supported by a team of educational and therapeutic staff who work in unison to achieve the best outcome for our learners.

We are a forward looking and ambitious school with a passion for making a difference to the lives and education of our young people and our hard working, talented staff.

The school is seeking to employ an Assistant School Business Manager to assist the School Business Manager with running the school's financial, HR and admin needs in an effective and efficient way. The postholder should be approachable, enthusiastic and flexible as this role is involved in a wide range of jobs in the school. The Assistant School Business Manager will have the ability to cover for the absence of the School Business Manager.

The successful candidate will be a self-motivated, highly professional person who will work to ensure the school is supported and allowed to grow and develop in the current climate of change in education.

Please do not hesitate to call the school for an informal chat or come and visit us and meet our inspiring, wonderful young people and our hard working, talented staff. We welcome interest from colleagues from both mainstream and special or alternative provisions.

Why work for us:

- To work alongside a friendly and passionate team of professionals.
- We provide a comprehensive CPD programme to aid you in developing your career further.
- To work in a setting that achieved Advanced Autism Accreditation in July 2021.
- The chance to work in a school that received a "Good" Ofsted inspection in Feb 2019 and who aspire to achieve outstanding in the future.
- A competitive salary and contributions to your pension.

Benefits included:

- Performance related bonus
- Life Insurance cover @ 2 x your basic salary
- Subsidised lunches
- Employee assistance and well-being support and advice
- Free onsite parking
- Long service awards

Please contact the school office, on 01344 875101 or email admin@heathermount.co.uk for more information about the role.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. Heathermount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and carry out their safeguarding responsibilities as per the job description and personal specification for their role.

Any successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service), Barred List check, online searches, and a minimum of 2 references from previous employers.

For more information about the DBS please see: <https://www.gov.uk/disclosure-barring-service-check>.

This post is not exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Closing date: 22/03/2024

Interview date: W/C 08/04/2024