

## **BUSINESS MANAGER**

**School:** Meoncross School

**Type of Job:** School Non-Teaching

**Duration:** Full-Time 52 weeks

**Deadline:** Monday 26 November

Early applications are encouraged, we reserve the right to appoint prior to this deadline.

**Interviews:** Week commencing Monday 3 December 2018

**Start Date:** ASAP

### **THE ROLE**

Meoncross is an independent, all-through Nursery to Y11 school located in Stubbington, near Fareham in Hampshire. Meoncross is also part of the Cognita Education Group which owns 70 schools in the UK, Europe, South America and South-East Asia.

We are a friendly, family-oriented school where students consistently achieve high academic results, including impressive value added scores. This success is linked not only to small class sizes and highly trained and talented staff but is also the result of our strong focus on personalised learning, quality pastoral care and close home-school links which supports every student to realise their full potential.

Meoncross is one of the fastest growing schools in the Cognita family, and we are now looking for a Business Manager who will work closely with the Headmaster to further develop the financial and commercial potential of the school.

The successful candidate will have proven experience in business management with a comprehensive understanding of accounting practices and procedures including budget management, payroll, financial planning and forecasting. They will need to be IT literate with the ability to use financial systems and MS Office (Word, Excel etc.). Experience of school admission and student management systems would also be an advantage.

## **PACKAGE INCLUDES**

- Competitive Salary
- Contributory Pension Scheme
- Professional development
- School fee discount
- 25 days Holiday plus Bank Holidays

*“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.”*