

## SLE Profile Template

Name	<b>Claire Mottram</b>
Current Position	<b>School Business Manager</b>
Current School	<b>Michael Drayton Junior School, Hartshill, Nuneaton</b>
Phase	<b>Primary-Junior School (5 form entry)</b>
Area(s) of Expertise	<p>Business and Finance Management, this includes:</p> <ul style="list-style-type: none"> <li>• HR &amp; Recruitment</li> <li>• Health &amp; Safety</li> <li>• Premises management</li> <li>• Administration processes and procedures</li> <li>• Line management &amp; team leadership</li> <li>• Clerk to governors</li> </ul>
Background and Experience	<p>20 years' experience in Business Management including:</p> <ul style="list-style-type: none"> <li>• 12 years in office/business management roles in the NHS</li> <li>• 8 years in Education, working in a Nursery school and a university setting and for the past 6 years in primary education</li> </ul> <p>Claire returned to education herself in 2008 and gained a first class degree, BA hons in Business Studies (2013). She continued with her learning when joining her current school and has gained both her Certificate in School Business Management (CSBM) and in 2018 her Diploma (DSBM).</p> <p>Claire has worked within education for 8 years, of which the past 6 years have been in a in a mainstream, local authority Junior School. As School Business Manager for Michael Drayton Junior School she works closely with the school leadership team, particularly the headteacher and is involved both on an operational and strategic level.</p> <p>The school is currently transitioning to a 5 form entry junior school, this will be one of the largest in Warwickshire with NOR of 640 pupils. School has undergone a transformation in the last 18 months which includes a building expansion to accommodate the additional pupil numbers. Claire has played a key part in this build project, which included reporting back to WCC on lessons learnt so that other schools carrying out build projects can benefit. Claire can support and offer advice in a wide range of issues relating to the non-teaching function of a school. She understands the complexities of the key business areas i.e. making the budget balance, staffing issues, Health &amp; safety,</p>

	<p><del>leading and managing teams, all of which may impact on schools.</del></p> <p>Claire has first-hand experience of ever changing priorities and demands and the barriers that can impact on effectiveness to achieve the required outcome. Claire would want to work with you and look at any issue raised with a fresh pair of eyes, offering support, direction if needed and recommendations of how she would deal with a particular situation. She is also keen to support/mentor new School Business Managers in role.</p> <p>Since working within WCC, Claire has developed a wide network of contacts and has a great deal of knowledge which enables her to sign post colleagues to the most appropriate sources of information and support. She also is involved with the Nuneaton Consortium – School Business Forum, meetings are held on a termly basis with other business managers in the area, this provides an ideal networking opportunity and to discuss current issues locally and nationally.</p> <p>Claire is available to discuss any area of need within your school =, within her remit of experience. She has an established and well trained team at her current school which allows her to take on additional work with the agreement of her Headteacher.</p>
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