



Harrington Hill Primary School
Mount Pleasant Lane
London E5 9JG
Acting Headteacher: Rebecca Kennedy

School Business Manager

Would you like to work as a School Business Manager in an excellent East London Primary School?

****Salary Scale: PO8 Point 48-49 (Term time only £45,846.82 - £46,745.07)** Starting April or summer term 2020****

***Friendly, dedicated staff** Opportunity to work in strategic partnership with the Leadership Team** **Support for continuous professional development** An excellent, well-resourced environment**
Good transport links**

The School Business Manager Role

We are looking to appoint an exceptional business manager with excellent attention to detail and extensive knowledge in school finances. The person appointed will be a member of the senior leadership team who will provide the highest standards of business management, working strategically to ensure the most effective use of resources. The school Business Manager will work in partnership with all staff, managing non class-based support staff, in order to achieve excellent standards of learning and achievement for our children.

The School

Harrington Hill Primary is a warm and welcoming school in the wonderfully diverse and vibrant borough of Hackney. There are currently approximately 300 pupils on roll and the school has recently been refurbished with modern facilities and excellent resources. If successful, you will be joining a highly motivated, enthusiastic staff team and a welcoming school community.

The Candidate

The ideal candidate will be enthusiastic and a strong team player, who is able to lead a committed team to meet the school's ever changing needs.

As an essential you will have:

- ◆ Previous experience in a Business Manager role within a school setting
- ◆ Extensive knowledge in school finances and HR
- ◆ Experience working with FMS and SIMS
- ◆ Excellent organisational skills
- ◆ Excellent communication and interpersonal skills

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

Visits to the school are welcome and encouraged. Please contact us to arrange an appointment:
Email: admin@harringtonhill.hackney.sch.uk Tell: 020 8806 7275

Closing date for applications: Midday Monday 9th March 2020
Interviews: Monday 16th March 2020