



Goodmayes Primary School



Executive Headteacher: Mr Lee Walker

SCHOOL BUSINESS MANAGER REQUIRED FOR SEPTEMBER 2024 OR SOONER

Full-Time Permanent Post: 36 hours per week, 52 weeks per year

Salary: LBR 12

(£46,041 - £49,083 per annum, including Outer London Weighting)

We are seeking to appoint an experienced and highly skilled School Business Manager to join our leadership team. This is a pivotal role in which you will work closely with the Executive Headteacher and Governing Board to ensure the continued success of the school.

Your main focus will be to ensure effective and efficient financial management; as such, you will play a crucial part in the shape of our financial strategy. You will ensure compliance with legislation and regulation, maintain up-to-date effective policies, oversee all property management and lead on health and safety. As part of the leadership team, you will assist the Executive Headteacher and Governors to ensure that the school meets its educational aims from a business and resourcing perspective.

The post requires an individual who is approachable, with excellent interpersonal skills both verbally and in writing, alongside the ability to think and plan strategically on the delivery of the school's vision.

We offer:

- A supportive and collaborative working environment
- A level of autonomy in the role, with the capacity to introduce new initiatives and ideas
- Staff with a strong team spirit and are proud to work at the school
- A Governing Board that offers both support and constructive challenge
- Staff and governors who are fully committed to our children's wellbeing and development
- Friendly, well-motivated children who enjoy learning
- A culture of continual professional development

The successful candidate will demonstrate:

- Expertise in financial management and understanding of the challenges facing school budgets
- Solid experience in other core business areas such as buildings management, health and safety, contract management and income generation
- Experience of negotiating and procurement
- Ability to collaborate and build effective relationships with all key stakeholders with warmth, diplomacy and discretion
- Ability to lead, inspire and motivate
- Energy, creativity, enthusiasm and dedication
- Team spirit and a good sense of humour

For further information, please contact Elaine Shaw, Executive Assistant to the Executive Headteacher, on 0208 590 5810 ext 203 or download an application pack from <http://goodmayesprimary.school>

Closing date: Thursday 20th June 2024 (12:00 noon)

Interviews: w/c 24th June 2024

Redbridge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Such posts will require a DBS check and references will be taken up prior to interview.

In accordance with Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes.

Embracing diversity and promoting equalities for all.