

The Garden School

'Nurturing Every Child'

Business Manager

P05 Full Time, 37 Hours per week, 52 weeks per annum.

School: Special needs, 4 – 16 years, state – community, mixed, non denominational

The Garden School is an outstanding school in the London Borough of Hackney offering education for 4 – 16 year olds with highly specialised provision for learners with autism.

We believe that every child should be recognised and respected as unique and special.

We place each child's individual needs and goals at the centre of our work. It is this ethos that underpins our **bespoke child-centred curriculum** specially developed to create optimal opportunities to nurture communication, learning, and independence, in a **safe and inclusive environment**.

The school is located in Wordsworth Road, Stoke Newington, London, N16 8BZ. We are looking for a Business Manager with excellent communication, finance and marketing skills to make the best possible use of the resources available.

We are a forward thinking, innovative school that is committed to providing an outstanding education for children and young adults with a wide range of learning needs.

It is essential that you have experience of using a school financial software package such as FMS and HCSS. As well as Sims.net; and Microsoft Office programmes.

You will take specific responsibility for Financial and Payroll Management, Human Resource functions, Facilities/Contract management, Catering, Health and Safety, Best Value, Project Management, Marketing and Fundraising.

You will assist with the strategic planning, including all financial implications in accordance with the financial regulations, and ensure that the school makes the best possible use of resources available, which includes responsibility for marketing and income generation.

Please contact the school for an application pack or alternatively visit Hackney Learning Trust, jobs at <http://www.learningtrust.co.uk/jobs/>, <https://www.tes.com>, <https://isbl.org.uk/> for an application form and job description.

As we are committed to promoting equal opportunities, only applications submitted on The Learning Trusts application form will be considered.

The Garden School is committed to safeguarding and promoting the welfare of all learners. The successful candidate will have an enhanced DBS check.

The Garden encourage visits to tour the school, please contact the school office for details.

Closing date for applications: midday Friday 29th November 2019

Shortlisting: Wednesday 4th December 2019

Interview Date: Monday 16th December 2019

The Garden School Tel: 0207 254 8096

Email: admin@thegarden.hackney.sch.uk

Website: <https://www.the-garden.org.uk/>