

We are looking to appoint for September 2020

Business Manager

Scale: P08 –P09 (£52,089 to £55,185)

Contract term: Permanent (52 weeks x 36 hours per week)

The Governing Body and Headteacher of Tyssen Community School and Children's Centre are seeking to appoint a collaborative, self-assured and organised Business Manager to build on the vision and aspirations of our inclusive school. We are committed to providing the best education possible for our pupils and are keen to attract quality leaders to improve the school further. Our pupils and parents are proud of our school and are excited to welcome committed staff to join us.

The Business Manager is a key role within the Leadership Team in this continually improving school. You will be expected to provide overall strategic leadership and management for all aspects of finance, administration, HR and operations support within the school.

The post-holder will be the school's leading staff professional and provide leadership and management of the school's support staff systems. The successful candidate should possess experience in Finance and HR, and demonstrate a broad understanding of managing and organising a support functions across a school, overseeing all activities that do not have a curriculum focus.

The Business Manager will also work closely with the Headteacher to enable the development of quality systems, monitoring and information reports for Governors..

We are looking for candidates who:

- Have experience working within a school
- Is confident in leading staff and be able to function well as part of a team
- Be highly organised and have the ability to work under pressure in order to meet deadlines.
- Be able to present data and information to governors and senior staff
- Positively build on the management and quality of our support services ensuring best value
- Have the Certificate of School Business Management (CSBM) or equivalent relevant qualification
- Have experience of strategic financial management/planning, performance management, health/safety and HR policies and procedures
- Strategically and operationally contribute at Governor and leadership meetings
- Able to work on their own initiative with excellent literacy, numeracy and IT skills, and willingness to work flexibly.

We can offer:

- A supportive and ambitious leadership team and Governing Board
- New professional challenges and a rewarding career
- Keen and resilient staff
- A great working environment to develop your leadership and management skills across varied areas of support services
- Local Government Pension Scheme (LGPS)

For an application pack please contact **Tyssen Community School, Oldhill Street, London N16 6LR**
Tel: 020 8806 4130 or email admin@tyssen.hackney.sch.uk. The Headteacher welcomes visits to the school but this may be dependent upon restrictions due to the Coronavirus Pandemic; please contact the School Office on **0208 806 4130**.

Closing date for applications: *Thursday 4 June 2020*

Interviews will take place: *Week commencing Monday 8 June 2020*

Due to the Coronavirus pandemic, interviews may be via video conferencing in the first instance. This will be managed by the school and you will be supported to access our conferencing facility.

Tyssen Community School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexuality or age. These posts are subject to an enhanced criminal records check and references.