

Shoreditch Park Primary School

Bridport Place
London N1 5JN

Tel: 020 7739 7973

Fax: 020 7613 4682

Web: www.shoreditchpark.hackney.sch.uk

Headteacher: Penny Smith
Head of School: Siobhan Fehim
Deputy Head for Inclusion: Rachel Cleverton
Assistant Heads: Natalie Ketchell, David Cunnelly,
James Scuff, Alix Bevington, Simone Bunbury



Pastoral and Child Protection Manager:
Claire Keady
Early Years Lead: Rozzy Freeth

Date: 5th April 2019

Dear Applicant,

Re: School Business Manager role at Shoreditch Park Primary School

Thank you for your interest in the position School Business Manager at **Shoreditch Park Primary School**.

Shoreditch Park Primary School is an outstanding two-form entry school within a large Victorian building which overlooks Shoreditch Park and is a short walk away from both Hoxton and Old Street Station.

Shoreditch Park Primary School serves a vibrant and diverse community. We have formed excellent relationships with our parents and much comment on the family feel of our school. In May 2013 we were graded 'Outstanding' by Ofsted and since then we have grown from strength to strength, always striving for excellence in all that we do. We have our very own dedicated Autistic Resource Provision on site and have been awarded an Inclusion Quality Mark award for demonstrating excellence in meeting the needs of all children.

The school has many exemplary features and we are seeking a School Business Manager to work within this successful team and take a lead role in improving school projects and opportunities for commercial lettings. This role would be ideal opportunity for an experienced Business Manager or exceptional Bursar ready for a significant challenge.

We are part of an exciting local development, 'The Britannia Project', which involves the development of a new state of the art Leisure Centre and New Secondary School right on our doorstep. As part of this project significant investment is being made to uplift facilities at Shoreditch Park Primary School and improve its IT infrastructure. The post will provide you with an opportunity to make your mark in the design and co-ordination of this exciting project.

For for information on the Britannia Project, please visit <https://hackney.gov.uk/britannia-site>

The most significant challenge facing Shoreditch Park is maintaining and improving the school roll as the overall number of children reaching Reception age in Hackney is reducing. Therefore we are seeking an individual with a flair for marketing, creativity and energy to promote the excellence standards the school holds.



Working at Shoreditch Park is a highly rewarding experience. It is not without its challenges; however we pull together as a team and strive to ensure all staff has a healthy work life balance

Please find enclosed information on the post; if you have any questions, we would be pleased to talk to you further and can be contacted on 020 7739 7973.

Application forms should be emailed to vacancies@shoreditchpark.hackney.sch.uk by 8am on Thursday 23rd May 2019.

We will contact you by phone and email if you are shortlisted.

Yours faithfully,



Penny Smith
Headteacher

This Application pack contains:

1. Welcome Letter
2. Job Description and Person Specification
3. Application form
4. Safeguarding & Child Protection Policy
5. SBM Standards