

**Chair of Governors:** Caroline Tyson  
**Head teacher:** Sharon Taylor  
**Deputy Head:** Katherine Gillard  
**SENCO:** James Baxter  
**Safeguarding lead:** Rebecca Austin & Alex Hurst

**LONDON FIELDS**  
PRIMARY SCHOOL



**School Business Manager**  
**Part time: 19.5 hours per week**  
**Term-time plus 2 weeks**  
**Permanent**  
**Scale PO5 (pro-rata)**  
**Start date: April 2024**

Westgate Street  
London E8 3RL  
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London Fields Primary School is looking to appoint a permanent school business manager to work alongside our leadership team. We are absolutely committed to creating an excellent teaching and learning environment and working to the highest of professional standards in every domain to enable all our children to achieve their very best.

The Business Manager role is a crucial one within school, with significant responsibilities in terms of the strategic and operational aspect of financial resource management, business planning, risk management, human resource management including payroll, facilities and health and safety management.

The role:

- Ensure that all business functions are streamlined to support the school in delivering excellent education.
- Provide overall leadership for all business-related aspects of the school, ensuring that the school operates in a financially and operationally sustainable way.
- Oversee and expand the business opportunities underpinning future growth strategies.
- Support with all HR activities, including staff recruitment, contracts and payroll.
- Be responsible for the school's premises management and ensure compliance with health & safety standards.

Our ideal candidate will:

- Have a School Business Manager qualification or evidence of senior experience in a similar organisation.
- Experience of managing staff, a HR qualification would be an advantage.
- Be self-motivated, proactive and able to work independently.

- Be someone who thrives on managing a varied workload using excellent organisational skills.
- Have strong organisational and time management skills, with the ability to meet deadlines.
- Have an understanding of financial budgets and cost management processes.
- Be a strategic thinker who can balance operational demands with long term goals.

We are looking for someone to work 3 days a week (19.5 hours), term-time plus two weeks. We would also consider part time working in order to accommodate the right person for the job.

Salary: PO5 (range 40-42)

London Fields Primary School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share and enact this commitment. The post is subject to an enhanced DBS check.

Contact Sharon Taylor on 0207 254 4330 or [staylor@londonfields.hackney.sch.uk](mailto:staylor@londonfields.hackney.sch.uk) for further details.

Closing date for applications: 12pm Monday 23<sup>rd</sup> March 2025

Short-listing: Tuesday 24<sup>th</sup> March 2025

Interview Date: Thursday 27<sup>th</sup> March 2024

Start Date: 22nd April 2024