

Job title: School Business manager

Number of vacancies: 1

Salary and scale point/grade: PO3 (£39,543.00 - £41,466.00) pay increase pending.

Contract type: Permanent from September 2020

Hours: 36 hours per week term time only, plus 2 weeks and governor meetings

Comet is an Outstanding and inclusive Nursery School and Children's Centre (Ofsted, December 2018) within a diverse and vibrant community. We are well resourced and forward thinking in our approach to working with children and families.

We would like to appoint a School Business Manager (SBM) to lead our office team, lead on the schools financial management and be part of the our Senior Leadership Team (SLT). We are looking for someone who has experience of financial management and budget setting, preferably in a school environment. This is a front facing role therefore we are looking for someone with great interpersonal skills.

- Are you able to communicate effectively both verbally and written and be flexible within your role?
- Do you have a welcoming and inclusive manner?
- Are you enthusiastic and passionate about working within a school environment?
- Can you inspire your colleagues and be a positive role model?
- Are you able to problem solve creatively to develop effective systems?

We are able to offer a friendly and supportive team with great professional development opportunities.

Closing date for applications: Thursday 21st May at noon

Phone number of contact at school for queries/application packs: 020 7749 9850
Contact name: Lisa Clarke (Headteacher) or Kerri MacFarland (Deputy Head)

Email address of contact at school for queries/application packs:
admin@comet.hackney.sch.uk

Comet is committed to safeguarding and promoting the welfare of children and young people. All our posts are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.