



Grasmere Primary School

Head Teacher Neela Moorghen

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School Business Manager

The School Business Manager is a unique, vital and rewarding role. Read on if you are interested in fulfilling this role in our popular and high achieving Stoke Newington Primary School.

The salary for this role is PO6 scale point 43 - 44 (£55,158.00- £56,151.00)

Our school is a one form entry in Stoke Newington, very close to Newington Green. We are easy to get to with excellent bus and train link as well as popular cycle routes. We are surrounded by diverse businesses and enterprises, within a vibrant local community. We can have up to 240 children in the school. This means that we are close knit community, and as one of the children said recently, 'no one goes unseen'.

We are a one form entry school, described by OFSTED as being a 'small school with a big heart'. We agree with this, and as well as having a big heart, we have big ambition, for our children, our staff and our community.

The school has a broad and balanced curriculum with high standards and vision for both the core subjects and the wider curriculum. To teach this we have excellent class teachers as well as specialist teachers in Music, Spanish, Cricket and Art. We have a fantastic chef on site who comes from a fine dining background and works hard with the kitchen team to bring fresh, delicious meals to children, staff, and sometimes, parents. He also works with children to develop their appreciation of food and food technology skills.

Despite being a small school, we have plenty of outdoor space for our children, including a hidden garden, popular for forest school and events as well as day to day exploration and play.

The school have a stable and friendly staff team who have excellent standards and values. We have high aspirations for every child we teach. We also have a very supportive governing body who are highly visible in the school, and provide good quality support and challenge.

Our parents and carers are highly supportive of the school, they support the children, and fundraise in exciting and fun ways that bring us all together.

The School Business Manager Role

We are looking to appoint an exceptional School Business Manager with excellent attention to detail and extensive knowledge in school finances. The person appointed will be a member of the senior leadership team who will provide the highest standards of business management, working strategically to ensure the most effective use of resources. The School Business Manager will work in partnership with all staff, managing non-class-based support staff, in order to achieve excellent standards of learning and achievement for our children. This is both an exciting and challenging time to be working in schools. The school manager will have clear and unwavering vision, resilience and determination, and will show both creative and critical thinking.

You will be well supported by the headteacher and governing body to ensure that you are able to fulfil your role. You will also have access to excellent professional development and support within Hackney Education. Hackney employees also receive discounted gym membership within the Borough.

The Candidate

The ideal candidate will be enthusiastic and a strong team player, who is able to lead a committed team to meet the school's ever-changing needs. The candidate will show a willingness to learn, resilience and care.

As an essential you will have:

- **Previous experience in a Business Manager role within a school setting**
- **Extensive knowledge in school finances and HR**
- **Experience working with FMS and SIMS Excellent organisational skills**
- **Excellent communication and interpersonal skills**
- **Excellent time management**
- **A vision for both the role and the team**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

If you think you are who we need, we would love to meet you. Come and have a look at the school and find out more.

Please contact us to arrange an appointment:

Email: nmoorghen@grasmere.hackney.sch.uk

Closing date for applications: Midday Wednesday 21st February 2024

Interviews: W/C 26th February 2024