

Grasmere Primary School

Headteacher: Nick Mallender BA (Hons)
School Business Manager: Gaye Oztok

92 Albion Road, London N16 9PD
Telephone: 020 7254 4564
Facsimile : 020 7249 7278
e-mail: info@grasmere.hackney.sch.uk
Website: www.grasmere.hackney.sch.uk

School Business Manager

Reference:

Contract type: Full time permanent

Hours: 36

Salary: PO3 with potential uplift following period of review

Closing date: Monday 22nd March

Interview date: Friday 26th March

Number of vacancies: 1

Telephone: 020 7254 4564

Contact name: Nick Mallender [Headteacher]

Grasmere Primary School is a dynamic, single form entry school, dedicated to providing a safe, secure and stimulating environment where all children can develop their skills and talents in a variety of ways and to the best of their abilities.

We are outward facing and forward thinking and need a School Business Manager [SBM] who will work actively and creatively as part of the leadership team to continue to drive improvements at a time of financial challenge. We are committed to a child-centred education and to ensuring that every child in our community has access to the highest possible standard of education.

Additional points to note:

- The school has an effective Governing body that will offer support to the new SBM.
- The SBM will promote the highest standards of business in the ethos of the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives.
- The successful candidate will be a valued member of the Senior Leadership Team and will interact with a wide variety of stakeholders including staff, governors, parents, pupils and contractors.
- This role is key to the success of the school and we seek a SBM who has a positive attitude, who cares about making a difference to the outcomes of children and contributing to the wider school community.
- The successful candidate will need to be a team player who is able to multi task effectively, motivate others and demonstrate a commitment to achieving high standards.

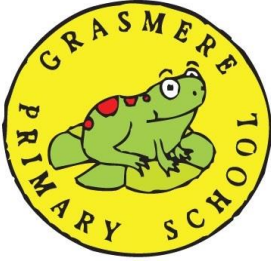


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- Ideally the post holder will possess relevant SBM qualifications and will have had experience in a similar environment or can bring high quality, transferable skills from a business environment.
- Central to the role is the identification of new funding streams and activities which will generate additional income for the school.
- The successful candidate will work within an experienced leadership team and be afforded autonomy to lead and drive forward change.

We would welcome any interested candidates to **visit the school** [from 8th March] and talk to the Headteacher about the role. Please email nmallender@grasmere.hackney.sch.uk to arrange a time with the Headteacher.

If you are interested in this position, **please download the application pack and application form** below:

- Job Advert
- GDPR compliant consent form and privacy policy for staff
- Hackney Learning Trust Application Form
- School Business Manager Job Description

Completed applications should only be sent by e-mail to nmallender@grasmere.hackney.sch.uk
Nick Mallender, Headteacher.

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*Grasmere Primary School is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be required to undertake an enhanced DBS check.
Grasmere Primary School is an Equal Opportunities Employer and we welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*



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