

Tyssen Community School and The Children's Centre at Tyssen

Oldhill Street
London N16 6LR
Tel: 020 8806 4130 Fax: 020 8806 3620
Email: admin@tyssen.hackney.sch.uk
Website: www.tyssen.hackney.sch.uk
Headteacher: Jackie Benjamin



Date as postmarked

Dear Applicant,

Thank you for expressing an interest in applying for the post of Business Manager at Tyssen Community School & Children's Centre. This post is being offered on a permanent contract.

A requirement of this post is that the successful candidate will have:

- Excellent communication and organisational skills, with proven ability to line manage and lead staff within the remit of the role;
- Experience of HR, facilities and financial management, and budget setting, preferably in a school environment.

Enclosed you will find the following documentation:

- Job Description
- Person Specification
- Application Form and Equal Opportunities Statement.

Please note the following when completing your application form:

- Your first referee should be your current/most recent employer
- Your second referee should be a different employment or education contact with whom you worked for or with
- Please include your email address and the email address for your referees if available
- Please explain any gaps in your employment/education history and reasons for these gaps.

Visits to the school are welcome and encouraged. If you would like to arrange a visit or require further information please contact me by calling the school office on Tel: 020 8806 4130.

Please return the completed application form to the school by **4.00 pm on Thursday 4 June 2020** to admin@tyssen.hackney.sch.uk or by post to: **Tyssen Community School & Children's Centre Oldhill Street London N16 6LR.**

This post will be subject to an Enhanced Criminal records check.

We look forward to receiving your application.

Yours sincerely,

Sheila Solicari
Business Manager

Tyssen Community School & Children's Centre is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure & Barring Service checks along with other relevant employment checks.



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