

Welbourne Primary School
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Headteacher Mr R Lane
Deputy Heads Ms J Stone
Ms C Ejiogu

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Job Description: School Business Manager

0.6 Post

Grade P04 - £26,137.12 - £27,864.04 (Pay award pending)

Required: November 2024 or as soon as possible

Are you passionate about working with children and making a positive impact on their lives?

Welbourne Primary School is a 2FE primary school located in Tottenham Hale, Haringey, with a 2-year-old nursery. We are proud to be a Unicef Rights Respecting School, fully embedding children's rights throughout our policies, practice, and ethos. Our school is on an exciting journey of improvement, with a great location just 2 minutes away from Tottenham Hale station. The successful candidate will be well-supported and have access to high-quality training.

We are seeking an exceptional School Business Manager to provide support and leadership to all aspects of budget, finance, and premises management at Welbourne Primary School. In this key role, you will lead, operate, maintain, and develop the financial procedures and systems of the school, working closely with the Senior Leadership Team and Governors to ensure the most effective use of resources in support of our learning objectives.

The successful candidate will demonstrate the ability to fully invest in helping our community achieve the school vision outlined below.

*Our children are **ready** to learn and **ready** to succeed.*

*They reach their academic potential. Our children are **respectful** citizens. They champion our community and are empowered to make positive change.*

*Our children are **kind** to each other. They bring smiles to their own and others' faces.*

*Our children feel **safe** at school. They have a go and are fearless to make mistakes.*

Successful applicants will have:

- Relevant qualifications and experience in school finance, premises management, and leadership.
- Proven track record of effective financial management and budgeting.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with the SLT and Governors.
- Strong problem-solving and decision-making abilities.
- Commitment to the school's ethos and vision for continuous improvement.

Together we learn. Together we succeed

Some of the key responsibilities are to:

- Be responsible for the school site, including maintenance, development, and ensuring legal and safety requirements are met.
- Ensure the school is fully prepared to meet Ofsted and the School's Financial Value Standards (SFVS) financial criteria, as well as Local Authority (LA) Health & Safety inspections.
- Liaise with relevant members of the Local Authority.

If you feel you have the relevant skills, experience, drive and motivation to join our team of professionals please download a full recruitment pack from our school website: www.welbourne.haringey.sch.uk or contact head@welbourne.haringey.sch.uk

Visits to our school are encouraged. Please contact head@welbourne.haringey.sch.uk to arrange a time.

Closing date for application forms: Monday 14th October

Interviews will be held: Monday 21st October

Welbourne Primary is committed to safeguarding and promoting the welfare of all children. All appointments are therefore subject to satisfactory references and enhanced DBS checks being obtained.