

ADVERT TEMPLATE

Business Manager

Salary: PO5

Hours:35

Closing date:Friday 11th July 2025

Start Date : ASAP

Parkside Primary is a three form entry school where the children are at the heart of everything we do. We offer a school that cares about the well-being of the whole community. Parkside is a Good school (OFSTED March 2023). We offer our children an enriched, broad and balanced curriculum which strives to give children lots of opportunities in music, arts and sport as well as excelling academically. This is reflected in our Mission Statement - Proud to Shine!

Due to the resignation of our current Business Manager, we are looking to recruit a new one to join our Senior Leadership team. This role is for an experienced School Business Manager who wants to take the next step in their development and who:

- Wants to join an outstanding, passionate and friendly staff team
- Can achieve the highest standards in Finance, HR and Premises development
- Is organised, efficient and inspired
- Is seeking a role where they can make a real difference to the development and operation of the school
- Has a hard working and flexible attitude
- Wants to make a difference
- Has the ability to work under pressure, with enthusiasm, motivation and commitment.
- Has strong verbal and communication skills and is able to communicate effectively with a wide range of pupils, colleagues and parents/carers.

We will offer you:

- A friendly, warm and supportive school community.
- An inclusive, unique and innovative school.
- Tailored CPD to support your development.
- A supportive leadership team.

Your working hours will be 8.30 – 4.30 with one hour lunch break. Monday – Friday - 52 weeks.

Visits to the school are warmly welcomed. Please contact Amanda Warriner (Deputy Headteacher) if you would like a visit.

Application packs are available from amanda.warriner@parkside.waltham.sch.uk

Parkside Primary School is dedicated to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS (Disclosure and Barring Service) check before taking up the post, along with pre-employment safeguarding checks.

In line with Keeping Children Safe In Education guidance, an online line search will be conducted as part of our due diligence checks on shortlisted candidates.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Salary: PO5 (£49,083 - £52,116 depending on experience)

Employer: Parkside Primary School

Location: Waltham Forest

Contract Type: Full time, Permanent

Hours: 35

Closing Date: Friday 11th July - 9am

Interviews: **WB** 14th July 2025

To start: ASAP

For an application pack and further details, please contact Amanda Warriner

Further information about the school can be found at:

<http://www.parksideprimaryschool.org/>

All completed applications should be returned to the school and marked for the attention of the Headteacher.

Contact information

Contact: Amanda Warriner - Deputy Headteacher

Parkside Primary School

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