



Federation School Business Manager

Required for September 2026 (or earlier)

Salary: - PO6

Contract: - Permanent All Year Round Post

Hargrave Park School and Robert Blair School are both one form entry primary schools with Under 3's provision.

In September 2025 we formed a federation to work in partnership together. Both are small maintained community schools, committed to working together to ensure high quality inclusive provision for our children.

We are looking for an exceptional Federation School Business Manager to work across both schools as a senior leader; working in close partnership with the Executive Head teacher for the federation and with both Heads of Schools.

Key Responsibilities of this role include the strategic leadership of finance; personnel and HR; premises, including Health and Safety and administrative systems across both schools.

You will lead the administrative teams at both schools and ensure that management systems are robust, efficient and that the school meets all statutory requirements with regard to financial management, safer recruitment and Health and Safety compliance.

You will be able to demonstrate flexibility, integrity and attention to detail.

Visits to the schools are strongly encouraged.

Please contact Cyrilene Malcolm, our School Business Manager, to arrange a tour at either or both schools and meet with the Executive Headteacher, Lisa Horton.

Closing Date: - Monday 22nd June

Interview: - Friday 26th June

Hargrave Park School and Robert Blair School are committed to safeguarding the welfare of young people and expect all staff and volunteers to share this commitment. All appointments are subject to DBS checks and excellent references. In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Hargrave Park School 51 Bredgar Road, London, N19 5BS **Head of School** Charlie Baverstock
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Robert Blair School 62 Brewery Road, London N7 9NY; **Head of School** Sara Liney;
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Executive Head Teacher of the Federation Lisa Horton.