

Fairlop Primary School

School Business Leader

Head teacher: Mrs J Berriman

Status: community school

Hours: 36 hours per week, 47.46 weeks (school term time + 15 days during school holidays)

Salary: LBR13 (Scale Point 38 – 41 / £27.80 - £29.47 per hour)

We are seeking to appoint a School Business Leader to join our busy school office to lead our established office team.

Fairlop Primary School is a community school situated on a large, pleasant site in the London Borough of Redbridge, near the borders of Essex. Fairlop's overall aim is for all of our pupils to achieve the highest possible standards and fulfil their potential emotionally, academically and physically. We recognise that our pupils need to learn the skills to enable them to articulate themselves. Talk is at the core of our curriculum. This allows the children to be able to apply their knowledge and skills across a wide variety of rich learning experiences, which engage, inspire and challenge them.

The successful candidate will:

- positively contribute to the development of Fairlop's strategic decision making as a member of the Senior Leadership Team;
- provide professional leadership and management of non-teaching support staff to ensure effectiveness in enabling excellent standards of learning and achievement throughout the school; and
- demonstrate strategic vision and leadership in all aspects of finance, administration, personnel, health & safety, catering, premises and asset management.

In return, we offer:

- a dedicated, friendly and hard-working staff;
- happy, well behaved and motivated children who enjoy learning;
- a supportive Governing Body; and
- a well-resourced building with extensive grounds.

Please visit our website www.fairlop.redbridge.sch.uk for more information about the school. Visits to the school are welcomed.

Application documents are available to download from the school website or this advert.

Completed application forms should be sent to admin.fairlop@redbridge.gov.uk prior to the deadline.

Only shortlisted candidates will be contacted.

Closing date for applications: Wednesday 25th February 2026

Interviews: Thursday 5th March 2026

We are committed to promoting and safeguarding the welfare of children. All candidates will be subject to an enhanced DBS check, overseas checks where applicable and satisfactory references. See 'safeguarding information for applicants' document for details of checks. Applications will be kept on file for 6 months and will not be disclosed to any third party without the applicant's consent.