



School Business Manager

Salary: Between POD Point 45 (£51,717) and POE Point 52 (£58,262)

Start date - As soon as possible

A rare opportunity for an exceptional candidate has arisen at Queensmead School.

Queensmead School is seeking to appoint an innovative and experienced individual to take on the role of School Business Manager. You will lead the Finance, Premises and Administration teams, in addition to ensuring that high standards of health & safety are adhered to across the school.

You will play a crucial strategic role as a member of the Senior Leadership Team, driving the school's ambition and vision. You will report directly to the Head Teacher and will be expected to be capable of working independently and on your own initiative.

Queensmead School is one of the leading schools in Northwest London. We have a reputation for teaching excellence, which leads to outstanding outcomes for our students. However, we understand that these outcomes would not be possible without the high quality support functions that you will be responsible for.

As a member of the Senior Leadership Team, you will benefit from access to a Microsoft Surface for work use and free gym membership at Queensmead Sports Centre. You will also be able to access a range of health benefits through our BUPA plan.

Prospective candidates should currently hold, be working towards or willing to begin a relevant School Business Management Qualification, e.g. Certificate or Diploma in School Business Management.

Please apply using the Queensmead School application form. All application forms must be completed with a covering letter addressed to Miss R Johnston, Head Teacher, and sent to recruitment@qmschool.org.uk

Closing date: Friday 14th October 2022

Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended.

Queensmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to references and an enhanced DBS check.

Queensmead School Head Teacher: Miss R Johnston
Queens Walk, South Ruislip, Middlesex HA4 0LS
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