



Albion
PRIMARY SCHOOL
Inspiring children today for tomorrow's world

Dear Candidate,

Thank you for expressing an interest in the post of School Business Manager at Albion Primary School in Rotherhithe, South-East London. This is a role that will suit an ambitious team player looking to make a difference to our warm, talented and successful community. We hope that you enjoy looking through the information provided, and that you decide to apply to join our great team.

Albion Primary School is a very happy school with genuinely fantastic staff and really lovely children. We are a two-form entry primary school with a large Nursery space consisting of approximately 430 children. Albion was rated 'Good' by Ofsted at our last inspection in January 2024 and we are very proud to have been awarded Artsmark Gold, Healthy School Gold status, School Travel Award Gold, Eco Schools Green Flag Award, Inclusion Mark Centre of Excellence and International Schools Mark.



**Artsmark
Gold Award**
Awarded by Arts
Council England

Albion Primary School was rebuilt in 2018 and the quality of the design of the School led to it winning the Building Design Education Architect of the Year Award 2018. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum for our children and the wider community.



By our very location in the heart of Rotherhithe, in the London borough of Southwark, we are fortunate to have access to some of the best facilities and access to history, being close to the River Thames and the docks.

We work in partnership with several businesses, local schools and other educational establishments to enable our staff to access a range of different learning opportunities.

As School Business Manager, you will be a key member of the leadership team, working closely alongside the Headteacher. The role carries responsibility for the non-teaching aspects of Albion, including facilities, HR, health and safety, Extended Services and the smooth running of the school office. This position is central to leading and supporting a dedicated team of at least five staff members (senior admin assistant, 2x admin assistants and 2x premises officers) drawing on their strengths and helping them to grow so that we continue to operate as a successful and thriving school. At Albion, we are proud of our hardworking staff, and we are seeking someone who can build on this strong foundation and contribute to our collective vision for excellence.

We are an ambitious school and are keen to recruit only the very best candidate to join our fantastic team. We are looking for a talented leader to further enrich our school and further develop our practice. First and foremost, we are looking for an exciting and inspiring leader who has passion and cares about the difference they make to children's lives. In return, we offer committed staff, a collaborative working environment, hugely supportive network in which you will feel valued and can thrive.

If you would like any more information about this term time only post, please do not hesitate to contact myself, to arrange a visit or a telephone conversation (02072373738). When you visit the school, you will see first-hand our excellent facilities and feel how welcoming Albion is.

Thank you once again for showing an interest and if you do decide to apply, I look forward to receiving your application.

Yours faithfully,

K Bardouille

Karl Bardouille
Headteacher

