

**BEN JONSON PRIMARY SCHOOL**

Harford Street, London E1 4PZ

Tel: 020 7790 4110

Email: [recruitment@benjonson.towerhamlets.sch.uk](mailto:recruitment@benjonson.towerhamlets.sch.uk)Website: [www.benjonson.towerhamlets.sch.uk](http://www.benjonson.towerhamlets.sch.uk)**Headteacher:** Norma Marshall**Chair of Governors:** Dharmendra Nair

## School Business Manager

Permanent

Scale PO3 (subject to job evaluation)

All Year round

Full Time

We are looking for a suitably qualified School Business Manager who can provide strategic vision and leadership in all aspects of school administration; including finance, resources, payroll, premises management, health and safety and income generation. The successful candidate will be forward thinking and able to support the Headteacher and senior leadership team to develop school systems to enable us to deliver the highest quality education to children.

This is a varied role and the successful candidate will be involved in many aspects involved in running the school. You will be highly organised and have excellent interpersonal skills with the ability to motivate and inspire others. An eye for detail and ability to work under pressure and meet deadlines are essential. In addition, you should be confident and capable with data analysis, and have clear written and verbal communication skills.

This is an exciting opportunity to be part of something special as the school continues on its improvement journey.

If you join our team you will be well supported in your career through being part of an excellently resourced school in a beautiful modern building, professional development opportunities, a knowledgeable governing body, and friendly and supportive staff.

For further details and to download an application form, please visit the school website at <https://www.benjonson.towerhamlets.sch.uk/vacancies>

**Closing Date:** Friday 24 March 2023 at 12:00pm**Interview Date:** Friday 31 March 2023

Application forms to be emailed to: [recruitment@benjonson.towerhamlets.sch.uk](mailto:recruitment@benjonson.towerhamlets.sch.uk)

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The post is subject to an enhanced DBS check

