

**Bevington Primary School**

Bevington Road, North Kensington, W10 5TW

Tel 0208 969 0629

Headteacher Karen Matthews

**School Business Manager**

**Salary:** £50,556 - £55,664 full time

**Hours:** 35 hours per week

**Contract Type:** Full-time, permanent

**Start Date:** March 2022 or as soon as possible thereafter

We are looking to recruit a School Business Manager to join our Senior Leadership Team.

This role is for an experienced School Business Manager who wants to take the next step in their development, responsibility, and impact, and who:

* Wants to join an outstanding, lively, and motivated team
* Can achieve the highest standards in Finance, HR, Health and Safety and Premises management
* Is organised, efficient and inspired
* Is seeking a role where they can make a real difference to the development and operation of the school

Bevington is a caring, vibrant 1.5 form entry School at the heart of a diverse and exciting community near Portobello Road. We are proud of our results and reputation and are focused on continually moving the school forward.

We are looking for a School Business Manager who will join our established staff team and build on our success as an outstanding school.

Please request an application form from Lisa.joynson@bevington.rbkc.sch.uk

Visits to the school are encouraged.

To arrange a visit, please contact the school office on 020 8969 0629

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Successful candidates will be subject to satisfactory Safeguarding, DBS checks and references.

**Closing date:** Tuesday 19th April 2022

**Interviews:** W/c 25th April 2022