



**Donnington Primary School**  
**Uffington Road, Willesden, London NW10 3TL**  
**Tel 020 8451 0761**

**School Business Manager**  
**Scale: PO4 (includes London Weighting)**  
**Full Time 52 weeks (8.30am to 4.30pm)**  
**Workplace: onsite**

Required immediately

An exciting opportunity has arisen at Donnington Primary School, a mainstream primary school in the London Borough of Brent.

We are seeking to appoint an experienced School Business Manager (SBM) who will provide a professional financial and HR service for our busy and vibrant school. The position is to start as soon as possible.

The successful candidate will;

- play a key role in overseeing the non-teaching aspects of school development, supporting the school in providing an exceptional learning environment and experience for our children and community.
- be a member of the senior leadership team, taking the lead responsibility for the strategic development and operation of the business functions of our school which includes financial resource management, ICT and information management, facility and premises management, health and safety, human resources support as well as statutory compliance.
- have proven experience of FMS and SIMS
- be able to communicate effectively with staff, parents and visitors and work competently with a range of professionals,
- be self-motivated and have personal drive to complete tasks to required timescales and quality standards,

The ideal candidate will be a dynamic team player who has proven financial management experience, which includes leading and motivating teams, as well as project planning and delivery. Donnington Primary School will provide an experienced candidate with many interesting and rewarding opportunities to make a real difference to the community.

The candidate must have an excellent level of literacy and ICT skills and be committed to safeguarding, confidentiality and promoting the welfare of children in accordance with school policies, GDPR and the staff code of conduct.

Satisfactory references will be required and an enhanced Disclosure and Barring Service check will be carried out prior to confirming an offer of appointment. All offers of employment will be subject to a 6 month probationary period.

We welcome visits for you to see our school and meet our fantastic children and great staff team. Please visit our school website vacancy section in, 'School Information' to download the application pack or contact our office team on 020 8451 0761 or e-mail [admin@donnington.brent.sch.uk](mailto:admin@donnington.brent.sch.uk)

**Closing date:** 10<sup>th</sup> December 2024, 9am

**Shortlisting:** 11<sup>th</sup> December 2024

**Interviews:** 17<sup>th</sup> December 2024.

