



SCHOOL BUSINESS MANAGER

Full-Time and Permanent

PO4 (£49,056 - £52,194)

Join our amazing team – kind, ambitious, creative and dynamic with a focus on your well-being and professional development!

At Grove Park, 'outstanding' is not a moment in time or an 'end goal' but is the result of living out our TREE values (Trust, Respect, Empathy and Enthusiasm) every day in all we do and say. There is something very special about our school; it is tangible and precious and rare. Please visit our website – our newsletters celebrate our busy and exciting days here – a reflection of a school community of which we are really proud. We would love for you to visit so that you can see this all for yourself!

The School Business Manager plays a key role in overseeing the non-teaching aspects of Grove Park's development, supporting the school in providing an exceptional learning environment and experience for our children and community. The role encompasses responsibility for the strategic development and operation of the business functions of our school. This includes financial resource management, ICT and information management, facility and property management, health and safety, human resources as well as statutory compliance.

Mentoring, training and support will be offered to the successful candidates from the outset.

What We Can Offer:

- To be part of an outstanding school at the forefront of inspiring and exciting educational developments
- Support from an experienced and supportive Headteacher, Leadership Team and Governing Board.
- Regular training and continued professional development.
- Support and development through an effective appraisal system and regular feedback from monitoring
- A great place to develop your career further in a kind, happy and professional environment
- A focus on your well-being and professional development
- A strong community ethos where the children are kept at the heart of all decision-making
- Generous local government pension scheme
- Employee assistance programme

You will:

- Have proven financial management or HR experience
- Experience in complex project planning and delivery
- Evidence of leading and motivating teams
- Ideally have a qualification in School Business Management, Finance or HR
- Be inspiring, creative and a positive role model
- Be professional, dedicated and hard working
- Be kind, enthusiastic and self-motivated

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at: www.gov.uk/government/organisations/disclosure-and-barring-service

In line with Keeping Children Safe in Education 2025 and safer recruitment practices, the school will conduct an online search for shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

Closing date for applications: Monday 29th September 9:00am

Shortlisting: Monday 29th September

Interview Date: Monday 6th October

Start date: Monday 3rd November (able to be flexible for the right candidate)

**We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

Visits to the school are strongly encouraged. Please email the office at info@grovepark.hounslow.sch.uk to make an appointment.

All application details, including a full job description and person specification and application form are available from the school's website.

[Grove Park Primary School - Work with us](#)