

Harry Gosling Primary School
Fairclough Street
E1 1NT
0207 481 1650



SCHOOL BUSINESS MANAGER PERMANENT POST

Salary: P04 36-39 (£49,638- £51,663 pro rata) according to experience
Working Arrangement: 35 hours per week, Term time + 3 weeks (includes INSET days)

We are seeking to appoint a dynamic and ambitious School Business Manager to join our forward-thinking team.

The successful candidate will have the skills and energy to lead on finance, administration, premises (including project management) and HR in the school.

The successful candidate will need to:

- Put the needs of the pupils first and be committed to contributing towards school improvement
- Have excellent communication, IT and interpersonal skills
- Have plenty of initiative, drive and the desire to make a difference
- Be highly organised and capable of handling varied workloads, sometimes under stressful situations

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

We encourage and welcome potential candidates to visit our school. Please email recruitment@harrygosling.towerhamlets.sch.uk or telephone 0207 481 1650 to arrange a visit.

How to apply:

For an application pack:

- Visit our website <http://www.harrygoslingprimary.co.uk/information/vacancies>
- Visit our TES link <https://www.tes.com/jobs/vacancy/school-business-manager-tower-hamlets-2225920>

Please return your application to recruitment@harrygosling.towerhamlets.sch.uk

Closing date: Sunday 22nd June 2025 -12pm

Shortlisting date: Monday 23rd June 2025

Interview date: Wednesday 2nd July 2025

Please note that only shortlisted candidates will be contacted

*Our school is committed to safeguarding and promoting the welfare of children and young people.
Appointments would be subject to an enhanced DBS check.*