



School Business Manager

Hobbayne Primary School, Hanwell, London W7 1HA

Grade: Scale 11-14 dependent on experience (£49,197 to £60,714 FTE)

Hours: Part-time – 21 hours per week (3 days), flexible working

Contract: 40 weeks per year (one week during school holidays.)

Reporting to: Headteacher and Governing Body

About Hobbayne Primary School

Hobbayne Primary School is a welcoming, inclusive and community-centred school in the heart of Hanwell. We are proud of our strong ethos, where pupils, staff and families work together to ensure that every child is happy, confident and able to achieve their full potential.

We are committed to high standards, inclusive practice, and continuous improvement. Our staff team is collaborative, supportive and ambitious, with a shared focus on delivering the very best outcomes for all pupils.

The Role

We are seeking to appoint an experienced and highly motivated School Business Manager to join our Senior Leadership Team.

This is a key strategic role, providing professional leadership across the business functions of the school and ensuring the effective use of resources to support teaching, learning and pupil outcomes.

The successful candidate will:

- Act as a professional and financial adviser to the Headteacher and Governors
- Lead on financial management, HR, ICT, estates and health & safety compliance
- Contribute strategically as part of the Senior Leadership Team
- Line manage administrative, finance and site staff
- Promote effective systems and ensure compliance with statutory and regulatory requirements
- Support the school in achieving its development priorities through strong operational leadership

The Ideal Candidate Will Have:

- A recognised qualification in School Business Management or relevant finance/HR qualification
- Significant experience in financial management or senior leadership in education



- Strong knowledge of financial systems, monitoring and reporting
- Excellent organisational, analytical and problem-solving skills
- A commitment to safeguarding, inclusion and high standards

We Can Offer

- A supportive and collaborative staff team
- A strong culture of professional development
- The opportunity to play a key role in the strategic leadership of the school
- A welcoming and inclusive school community
- The chance to make a real impact on pupils' outcomes and school improvement

Safeguarding

Hobbayne Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure from the Disclosure & Barring Service

In line with KCSIE and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

How to Apply

Please submit a completed application form and a supporting statement outlining your suitability for the role with reference to the person specification.

Visits to the school are warmly welcomed, please contact Admin@hobbayne.ealing.sch.uk to arrange a visit to the school

Applications due: Wednesday 11th November

Shortlisting: 13th November

Interviews: 20th November