

HORSENDEN PRIMARY SCHOOL

Horsenden Lane North, Greenford, Middlesex UB6 0PB

Tel: 020 8422 5985

Email: admin@horsenden.ealing.sch.uk

www.horsenden.ealing.sch.uk

Headteacher: Mrs E Appelby



School Business Manager

Salary: Grade 16 - £62,889 to £66,297 (inclusive of London Weighting and Ealing supplement)

Contract: Permanent, full time

Hours: 35 hours a week, 52 weeks (*would consider part time or flexible hours for the right candidate*)

Required for: ASAP

Are you ready to make a real impact in a thriving and ambitious school community? We're looking for an experienced and proactive School Business Manager to lead our administrative and operational functions.

At Horsenden Primary, you'll play a vital role in supporting our pupils' success by overseeing the school's finance, HR, premises, and administrative functions. We are a large, diverse school with outstanding facilities, including an on-site swimming pool, music room, and multi-use games area.

The role encompasses responsibility for the following:

- strategic development and operation for the business functions of our school
- financial resource management
- ICT and information management
- facility and property management
- health and safety
- strategic operations for human resources as well as statutory compliance.

What we offer:

- A competitive salary and generous pension scheme
- Opportunities for professional development and qualifications
- Flexible working arrangements for the right candidate
- The chance to work in a supportive team with strong leadership and exciting future prospects

Join our team at Horsenden Primary School!

We are a large, vibrant, and diverse primary school in Greenford, Ealing, looking for ambitious and inspirational staff who are passionate about making a difference to our pupils. We believe in the potential of both our students and our staff, and we offer a supportive environment with limitless aspirations for all.

Our comprehensive in-house professional development programme provides plenty of opportunities for growth, including coaching-style feedback, professional reading, and self-reflection. We also offer access to external qualifications such as NPQs, and maintain strong links with local schools to enhance learning and career development.



At Horsenden, we are proud of our fantastic facilities, including an on-site swimming pool, music room, computer suite, and Multi-Use Games Area. These resources allow us to deliver an engaging curriculum and provide a wide range of extra-curricular activities for our pupils and the community.

If you are a strategic thinker with excellent leadership skills and a passion for helping schools succeed, we'd love to hear from you!

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 2024* 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.

Visits to the school are strongly encouraged. Please email the office at recruitment@horsenden.ealing.sch.uk to make an appointment.

To apply please download the application form, job description, person specification and guidance notes from our school website at: www.horsenden.ealing.sch.uk/our-school/working-with-us. Please return your completed application form via recruitment@horsenden.ealing.sch.uk

Please note: CVs will not be accepted.

Closing Date: Monday 21st October at 12pm midday

Shortlisting: Monday 21st October 2024

Interviews: Thursday 24th October 2024