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80 Grove Lane, London, SE5 8SN

Headteacher: Mr Tom Turnham

School Business Manager Required from January 2025

Salary: Hay 8 (points 20-30)

£35,865 to £41,970.

Lyndhurst Primary School is looking to recruit a School Business Manager to provide comprehensive operational and business management support to the Headteacher, ensuring effective management of financial resources, administration, information technology, health and safety, and facilities. This role is responsible for the overall management of the school's operational functions to achieve an excellent educational provision for pupils and staff

**We are looking for a colleague who:**

Is a highly skilled and professional operations leader with a passion for delivering an excellent operational provision for all stakeholders.

Consistently models excellent practice and has the progress and personal development of our pupils at the core of their professional motivation.

Can lead and make a significant contribution to a motivated operations and administration team to make a difference to the lives of our young people.

Wants an exciting opportunity to work in a vibrant, diverse and growing organisation.

**In return, you will get:**

The chance to work with highly qualified and enthusiastic administration and teaching teams

The opportunity to work with colleagues from across a diverse and growing Trust

A professionally stimulating and collaborative working environment in a school that prioritises staff well-being, support and professional development.

**Role and responsibilities include**:

* Line manage and support two members of the office team
* Handle sensitive and confidential data
* Complete the school census to the DfE
* Oversee the school based HR functions and support the central HR function in payroll, HR files, sickness absence and other HR processes
* Coordinate the school’s operational budget, ensuring expenditure aligns with approved budgets and contributing to termly forecasting and budgeting processes.
* Lead on the school’s operational requirements, acting as a liaison with central trust teams for contract procurement, policy implementation, and procedures.
* Have managerial oversight of day-to-day health and safety within the school, ensuring compliance with policies and fire safety guidelines.
* Maintain and update the school’s website
* Maintain the school’s single central record and activities associated with this
* Manage cleaning and catering contracts, ensuring compliance with service level agreements and high standards of service delivery.
* Oversee and quality assure the financial management of school trips and music provision.

**Please visit our website**

<https://www.lyndhurstprimaryschool.com/join-our-team> for more information and the candidate pack

If you would like to have a conversation about the role and the school, please contact Lucy Ellis (Primary Director) on [lellis@tcset.org.uk](mailto:lellis@tcset.org.uk)

Closing date for applications: 7th October 2024 at 12:00pm

Interviews: week beginning 17th October 2024

Start date: 6th January 2025

**Safeguarding:**

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.