Meridian Primary School
Old Woolwich Road, Greenwich,
London, SE10 9NY
Tel: 020 8858 3572

Federation of
Meridian Primary School
and
Robert Owen Nursery School

Executive Headteacher: Jo Graham

Robert Owen Nursery School
43 Commerell Street, Greenwich,
London, SE10 0EA
Telephone: 020 8858 0529

November 2026

School Business Manager (Dual-Site)

Contract: Permanent, full-time (35 hours per week Monday to Friday), all year round
Salary: PO6 Spine point 40 - 43 (£56,058 to £59,298 dependent on experience and qualifications)
Start Date: As soon as possible, subject to notice period and pre-employment checks
Closing Date: Wednesday 2nd December at 9am.
Interviews: Friday 11th December and Monday 14th December 2026

Dear applicant,

Thank you for your interest in the Meridian Primary School and Robert Owen Nursery School Federation. This letter aims to tell you a little about our schools and why you may want to apply for the role of School Business Manager.

About our schools
We believe positive relationships and a caring ethos are the basis for great learning. As a successful one-form entry primary school and maintained nursery school, we aim to know all of our families well. Our children come from richly diverse backgrounds with over 30 languages spoken. Our intake at Meridian is complemented by a Local Authority Resourced Provision for up to 12 deaf children. We follow an aural/oral approach to communication, and deaf awareness training is provided. We have high aspirations for each and every child in our care and are always looking for new and innovative ways to accelerate their progress.

Why you may want to apply
There will be a genuine commitment to your own professional development and opportunities to work with school business managers of local schools. The school is a member of the Greenwich Community Schools Partnership, working collaboratively with other schools in the borough. You will have opportunities to network and actively participate in partnership projects.

Nestled between Greenwich Park and the River Thames, Meridian and Robert Owen are uniquely placed to make learning exciting, fun and relevant. The Meridian Line runs through the very centre

of Meridian School. From the rooftop Arts studio, children and staff have the privilege of learning and teaching in view of Greenwich's World Heritage site! We have a very strong community ethos and enjoy a range of community partnerships.

Applying for this post
Candidates should complete a Royal Borough of Greenwich application form which can be downloaded from our website, TES, DfE or Greenwich Vacancy Portal . CVs will not be accepted. The closing date is 9am on Wednesday 2nd December 2026 and interviews will take place Friday 11th/14th December 2026.

Your personal statement can be completed on the application form or attached to it. This is your chance to show us how well you can do this job. You need to refer to all the criteria on the person specification. Just saying you can do something is not enough; we need an example. You can use examples from work, school, college, hobbies, voluntary work or daily life.

If you would like to find out more about the post or the school, please do not hesitate to contact the school office on 020 8858 3572 to arrange a time to speak with me or another member of the Leadership Team. Visits to our school are warmly welcomed and will take place on Wednesday 18th November 9.15am to 10.30pm (Meridian School) and 12.30 - 2pm (Robert Owen Nursery) (or at other mutually convenient times). Please contact Gill Sax (Consultant SBM) at gsax@meridian.greenwich.sch.uk to book your place.

I look forward to reading your application and to learning all about your experience, skills and interests.

Kind regards,

Jo Graham - Executive Headteacher

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Sending us your application

Please apply via TES or Dfe, or email your application, with supporting statement, to Gill Sax, Consultant School Business Manager:
Email: gsax@meridian.greenwich.sch.uk

Shortlisting and interviews

- The deadline for applications is by **9am Wednesday 2nd December 2026**
- Shortlisted candidates will be informed by telephone or email.
- **Interviews will be held in school on Friday 11th December/Monday 14th December 2026**
- As part of the interview process, shortlisted candidates will complete written tasks.

Meridian is committed to ensuring that our school community practises anti-racist behaviours and has a culture that values equality and diversity. We welcome applications from all sections of the community.

Important Safeguarding Information for all Applicants

Previous Employment

When completing your application, please ensure that you provide a full history in chronological order since leaving secondary education.

Please include periods of any post-secondary education or training.

Include part-time and voluntary work as well as full-time employment, with start and end dates.

Ensure you give explanations for periods not in employment, education or training, and reasons for leaving employment.

Any employment with an Agency must show the Agency as the employer and not the school where the work was carried out.

References

Please give the name of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer.

If this employment has been within a school, this would normally be your head teacher, other than in exceptional circumstances.

If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Disclosure

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.

You should disclose any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.

Any information given will be entirely confidential and will be considered only in relation to this application.

An online search will be conducted on all shortlisted candidates in line with KCSIE guidelines.