



School Business Manager

Application Pack





Dear Applicant,

Thank you for taking an interest in our advertisement for the School Business Manager at Muswell Hill Primary School. Muswell Hill Primary School is looking for an excellent and experienced office manager.

The successful candidate will be experienced in using school administration software, and in meeting the school's statutory obligations and requirements. The ability to be flexible and to work efficiently, prioritising and delegating, in a busy office environment will be an advantage.

We are looking for an enthusiastic, motivated leader who can model high standards practice and service as well as to being fully committed to supporting our staff in delivering a fantastic education for our children. The successful candidate will seek to develop and institute new approaches that improve the efficiency and effectiveness of the school's administration.

We welcome applications from experienced SBMs with sound financial & administrative knowledge and skills, with a vision to ensure the highest quality education and experience for all our children, so that they can reach their full potential.

Underpinned by our golden values of Respect, Integrity, Resilience, Curiosity and Creativity our aim at Muswell Hill is to empower all our children to be the best versions of themselves.

Our school serves the community of Muswell Hill within the London Borough of Haringey. The school is close to a wide range of amenities and has good transport links to Central London and to outlying areas. The school is two-form entry from Reception to Year 6. The school's last OFSTED inspection was in December 2021 and the school was graded as Good overall with many outstanding features. The school has an excellent local reputation and is popular and over-subscribed.

Muswell Hill Primary really is a special place to work. You would be joining a staff team who are committed, collegiate and supportive of one another. We have supportive parents/carers and a local community who want the school to succeed. Most importantly, our children want to learn and take part in all aspects of school life. We set high expectations for behaviour and are proud to be a Gold Award Rights Respecting School. Our school is a place where everyone is welcomed with open arms; we are looking for class teachers who share this ethos.

Please contact Annette Atkinson, office manager, (manager@muswell-hill.haringey.sch.uk) or call the school office on 0208 444 8488 for an application pack.

The closing date for applications is 16:00 (4pm) on Tuesday 19th May 2026

I look forward to receiving your application.

Yours faithfully

Mandi Howells
Headteacher

Job Advertisement

Post: School Business Manager

Contract: Permanent, 40 weeks (Term time) plus 15 days across the 12-week holidays

Start date: 1st September 2026 (Handover week 20th July 26)

Remuneration: PO4

Headteacher: Mandi Howells

School website: <https://www.muswellhillprimary.co.uk/>

Exciting Opportunity for a School Business Manager

Are you ready to take your career to the next level? Join our vibrant and supportive school community as a School Business Manager and enjoy a role that offers both professional growth and personal satisfaction. We are a welcoming school that celebrates and nurtures the talents, skills and personalities of every member of our staff and the school community.

What's in it for you?

- **Leadership Role:** Be a key player in the Senior Leadership Team, influencing strategic decisions and driving the school's success with the opportunity to build a new administrative team. **(The current team retires in August 26)**
- **Professional Development:** Access to continuous professional development opportunities to enhance your skills and advance your career.
- **Impactful Work:** Make a real difference in the educational environment by ensuring the efficient use of resources and maintaining high standards.
- **Collaborative Environment:** Work alongside dedicated professionals in a supportive and dynamic setting.
- **Competitive Salary:** Enjoy a competitive salary package that reflects your expertise and contributions.
- **Work-Life Balance:** Benefit from a role that values your well-being and offers a balanced work-life schedule.

The right candidate will have:

- Recognised management/business degree or equivalent.
- Proven experience in strategic financial planning and budget management.
- Strong leadership and interpersonal skills.

The Role

Muswell Hill Primary School is looking for an excellent and experienced office manager. The successful candidate will be experienced in using school administration software, and in meeting the school's statutory obligations and requirements. The ability to be flexible and to work efficiently, prioritising and delegating, in a busy office environment will be an advantage.

It is essential that you have a high degree of motivation and to be fully committed to supporting teaching staff in delivering a fantastic education for our children. The successful candidate will seek to develop and institute new approaches that improve the efficiency and effectiveness of the school's administration.

The School

We are committed to a creative and inclusive approach to learning that has consistently produced high standards of attainment. Our welcoming, happy children come from a diverse community. Our parents and carers are extremely supportive and committed to the ethos of the school.

We are looking for staff members who are positive, passionate, committed teachers to continue to inspire high standards of achievement and wellbeing throughout our school for ALL children.

Our popular and highly oversubscribed two-form entry school is situated minutes from Muswell Hill Broadway, adjoining Alexandra Palace Park. Our Extended Leadership Team provide excellent CPD and support for staff to deliver an exciting curriculum.

Muswell Hill Primary School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake a criminal record check via the DBS before they can be appointed.

Muswell Hill is deeply committed to a community of excellence, equity, and diversity and welcomes applications from candidates who will contribute to the diversification and enrichment of ideas and perspectives. We believe that the educational environment is enhanced when diverse groups of people with diverse ideas come together to learn.

Muswell Hill Primary School is an actively anti-racist school.

Muswell Hill Primary School offers you:

- Wonderful, caring, well-behaved and enthusiastic learners who are positive about all aspects of our busy school life.
- A Rights Respecting, inclusive ethos, with the highest of expectations from all of its stakeholders.
- A committed, compassionate and diverse staff team who are committed to providing the best possible education for the children.
- Engaged and supportive parents/carers and a local community who want the school to succeed and deliver the best for all our children.
- An active, supportive and experienced governing body.
- An outward looking school which invites collaboration and builds networks.
- The opportunity for your own leadership skills to grow and shape the next years of the school's journey.
- A school which values the creative arts, play and children's social and emotional learning.
- Access to support from Haringey Education Partnership who provide a wide range of support for local schools.
- The chance to become part of the Muswell Hill and Highgate Network Learning Community, where local schools collaborate on every level and act as a critical friend at leadership levels.

We are committed to diversity, equity and inclusion and encourage applications from under-represented groups and those who are committed to creating a sense of belonging for all of our community.

Muswell Hill Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2025 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:

Join us and be part of a team that values innovation, collaboration, and excellence. Apply now and take the next step in your career!

Why not visit the school: 12th, 14th May at 4.30pm, 18th May @ 4pm

Deadline: 16:00 (4pm) on Tuesday 19th May 2026

How to apply: To apply for this post, please visit **Haringey website**

If you need assistance, please email manager@muswell-hill.haringey.sch.uk quoting job reference **MHPS/SBM/2026**. For an informal discussion about the role, please contact the school directly. Please note CVs are not accepted in line with Safer Recruitment practices.

School Information

School Vision and Values

Our school vision and values were created as part of our 5-year plan in September 2019, following consultation with the entire school community – children, staff, parents/carers and governors. We are extremely proud of our school statement and feel it truly reflects the ethos of Muswell Hill. We would expect our new staff to embody these values and uphold them.

Our Ethos

At Muswell Hill, we want our children to celebrate their successes and be empowered to be the best versions of themselves. Our community is where friendships thrive and where children are encouraged to discover a world of possibilities in a challenging yet supportive setting. Here at Muswell Hill Primary School, we embrace the joy of learning every day, through our strong, rich, broad curriculum.

Golden Values

Respect, Integrity, Resilience, Curiosity, Creativity

Our pledge to our children

At Muswell Hill Primary School, the staff and governors are working every day so that by the time you leave us:

1. You will love learning new things, feel ready for the future and want to keep on learning.
2. You will understand how you learn best, learn from your mistakes and how to persevere.
3. You will know what it feels like to be motivated to be good at something, and to have achieved your very best.
4. You will understand just how incredible you are! You will believe in yourself and have the confidence to follow your dreams.
5. You will have grown as healthy and strong as you can, and you will know how to look after your body and your mind.
6. You will know friendship and will have learned how to get along with other people.
7. You and your family will be supported and cared for if you struggle or meet obstacles during your time with us.
8. You will feel part of your community, proud of your school, and inspired to make a difference.
9. You will leave Muswell Hill with lots of good memories and be the best version of yourself.

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| Type of School | Local Authority maintained, 2 form entry school |
| Age range | 5-11 |
| Denomination | None |
| Co-educational or single sex | Co-educational |
| Number of children/pupils | 420 |
| Average class size | 30 |
| Attendance | 95% |
| Number of teaching staff | 19 |
| Number of teaching partners and lunch support staff | 40 |
| Teacher turnover | Low |
| Early Career Teachers (ECTs) | 1 |
| Children on free school meals | 9% |
| SEN | 21% |
| EAL | 58% |
| Pupil Premium Funding | 12% |

For more information about our school, please visit our website:

<https://www.muswellhillprimary.co.uk/>