

Fox Federation



Respect, Resilience, Collaboration, Curiosity and Inclusion.

School: Park Walk Primary School & Seedlings Nursery

Post: School Finance and Resources Manager

Location: Park Walk Primary School and Seedlings Nursery, SW10

Salary: PO1–PO2 (Spine 30–33) £43,542 – £46,437 (FTE) depending on experience
(Pro rata if Term Time Only)

Hours: 36 hours per week, Monday to Friday

Contract Options:

- All year round (31 days annual leave), or
- Term Time Only plus 2 additional weeks. Salary for this will be pro rated based on the above Full Time equivalent

Applications via email to michelle.foster@foxprimary.co.uk by **9am, Friday 8th May 2026**. Early applications are welcomed as interviews may be offered to strong candidates early.

We are committed to building a diverse team and strongly encourage applications from underrepresented groups such as people from minority ethnic backgrounds, LGBTQ+ people and people with disabilities

We are looking for a highly skilled and motivated School Finance & Resources Manager to join Park Walk Primary School and the wider Fox Federation. This is an exciting opportunity for an experienced professional who is passionate about making a difference through strong financial leadership and effective workforce management.

The role is ideally suited to candidates with experience in school finance or school business management who are looking to develop their impact within a collaborative and forward-thinking federation.

Fox Federation is a passionate community of schools and a nursery working together to ensure equal access to consistent, excellent education for all pupils. Our schools include Fox Primary School in Notting Hill Gate, Ashburnham Community School in Chelsea, Park Walk Primary School in Chelsea, Avondale Park Primary School and St Anne's Nursery in North Kensington, and Avonmore Primary School in Kensington Olympia.

Our schools are supportive and ambitious places to work, committed to high standards, strong governance, and continuous improvement. Staff who join our team benefit from working within a collaborative federation, with opportunities to develop professionally, contribute to strategic decision-making, and be part of a dedicated and forward-thinking leadership community.

Our ideal candidate will:

- Be hardworking, highly organised, and resilient, with the ability to manage competing priorities and meet deadlines in a fast-paced school environment

- Be approachable and collaborative, with a strong commitment to working as part of a team and contributing positively to the school's values and vision
- Be reflective and proactive, with a willingness to continuously learn, improve processes, and strive for excellence in their role
- Be a confident and skilled communicator, able to work effectively with senior leaders, staff, and external partners, and support others through clear guidance and shared best practice
- Demonstrate strong attention to detail and professional integrity, ensuring accuracy, compliance, and a robust audit trail across all areas of work
- Be committed to inclusion and equality, understanding the importance of equitable resource allocation and supporting decisions that enable all pupils to thrive
- Be solution-focused and adaptable, with the ability to identify issues, propose practical solutions, and support effective decision-making
- Be motivated by making a difference, recognising the impact that strong financial management and workforce planning has on outcomes for children

What the school staff say about the Fox Federation:

'Fantastic schools. Great staff. Supportive leadership team. Amazing children.'

'A genuine educational family, providing a community beyond our gates. A network of schools, committed to providing the best education for children whilst creating a safe and happy place for them.'

'It is incredible to be surrounded by so many competent, hard-working, passionate people - so committed to delivering fantastic education opportunities to our pupils.'

'Management are always available to speak with, unbelievably approachable and create time to listen and come up with solutions.'

'It is run in an extremely compassionate, supportive and nurturing manner for both staff and pupils, and I really do feel that the wellbeing of the whole community is at the heart of the school's ethos.'

'A place of supportive colleagues who are constantly striving to improve what we do for our children and families.'

'A shared vision of always going the extra mile to support and care for the families in our community.'

'It is somewhere that has nurtured my career, but also a place where I have met friends that I know will be friends for life.'

'The Fox Federation is an incredible support network of teachers and staff working together to ensure children's education is kept at the highest possible standard.'

What else do we offer?

- Experienced Leadership Teams with a shared vision working in partnership across the Federation.
- Hard-working leaders who strive to ensure that both pupils and staff enjoy coming to school.
- We are passionate about supporting our colleagues in their career development and success through care and guidance.
- A working environment that values well-being and supports work-life balance.
- Vibrant, multicultural and inclusive city schools that have positive, diverse communities and a determination that all children will succeed.
- A comprehensive range of CPD for all our staff through the partnership including maths hub projects, mentoring and coaching to support career progression at all levels of your career.
- Well-behaved children who love to learn.
- A relaxed and fun working environment where all adults are equally valued and supported.

All staff benefit from a range of perks as part of the Fox Federation team:

- Wellbeing activity week
- Freedom on Friday (extra paid wellbeing day each year)
- Three Flexi Fridays (an earlier finish on a Friday)
- Federation & school-based social events
- Subsidised school lunches

Please look at the school's websites to get a feel of our schools or arrange a visit to Park Walk Primary School.

The schools and the local authorities are committed to safeguarding and promoting the welfare of children and young people and expect to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.

Please be advised that we will conduct an online search on all shortlisted candidates as part of our due diligence checks in the recruitment process.

For an application pack or discuss the role please contact michelle.foster@foxprimary.co.uk