



Buxton Street, Whitechapel, London, E1 5AR Tel 02072473816
Headteacher: Mrs Lorraine Flanagan
Roll: 440 aged 3- 11 years (2 forms of entry)

Our Local Authority maintained two-form primary school is a friendly, happy and successful place to be for children, staff and families. Our school values underpin all that we do and a strong team ethos ensures that we work effectively together to do the best for all our children. Our recent Ofsted inspection confirmed that we are an outstanding school.

We are looking for a School Business Manager to lead our excellent admin team and provide financial direction as well as help our school run like clockwork.

We are looking to appoint the following post for **September 2023 (Start date negotiable)**

School Business Manager
Full Time Post (52 Weeks 35 hours per week)
PO3- PO4 (Scale 34-38 £43,516- 47,573)

We are looking for someone who is:

- ✓ Committed to promoting the ethos and values of the school and getting the best outcomes for all pupils
- ✓ Committed to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- ✓ Able to work under pressure and prioritise effectively
- ✓ Committed to maintaining confidentiality at all times
- ✓ Committed to safeguarding and equality
- ✓ Able to embrace change well
- ✓ Able to deal with difficult situations effectively
- ✓ Committed to promoting high-quality care to pupils.
- ✓ Dedicated to promoting their professional development and achieving desired qualifications.
- ✓ Capable of handling a demanding workload and successfully prioritising work.
- ✓ Professionally assertive and demonstrates clear thinking.

We offer you:

- ✓ A commitment to a healthy work/life balance
- ✓ A happy, supportive and friendly environment where we work effectively as a team.
- ✓ Children who are eager to learn, and who are supported by committed staff, governors, parents and carers.
- ✓ An opportunity to shape the strategic direction of our vibrant school

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require enhanced DBS checks. **Visits to the school before applying are warmly encouraged and welcomed, please contact Shifa Begum- HR Officer.**

Please contact Shifa for an application pack and return completed form to Shifa by email- recruitment@thomasbuxton.towerhamlets.sch.uk

Closing date for applications: 9.00am Friday 1st September 2023
Interviews will be held on: Week beginning 4th September 2023

Applications will be considered upon receipt with an early opportunity for interview

School Website: www.thomasbuxton.towerhamlets.sch.uk

Contribute, Respect, Enquire, Aspire, Team Work, Enjoy