

**Federal Road
Perivale
Ealing
UB6 7AP
Tel: 020 8997 0619**



**School Business Manager
Grade 14 (Dependent on experience)
Full time 35 hours/part-time (3 days min) All year round**

Do you have exceptional communication and organisation skills? Do you enjoy a varied and challenging workday? Do you have the skills to work with a wide-range of people? If so, we would love to hear from you.

We wish to appoint a well-qualified, innovative, enthusiastic and highly motivated School Business Manager with experience of strategic change and development, operational excellence and first-rate communication and people skills.

The School Business Manager will be working strategically as an integral part of the Senior Leadership Team to support the Head in ensuring that the school continues to fulfil its educational aims and outstanding outcomes.

We want to hear from you if as School Business Manager you can model outstanding leadership by ensuring that financial and administrative procedures, contractual premises, human resources and personnel systems support the school effectively in maintaining is high quality provision.

What we can offer you:

- a dynamic, committed, friendly and hardworking leadership team
- staff that are enthusiastic and committed to children's development
- well behaved children who are eager to learn in our creative and challenging atmosphere
- a vibrant, inclusive and culturally diverse school community
- a commitment to professional development
- a highly supportive Board of Governors

Perivale Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates will require Enhanced DBS clearance check.

If you are interested in this exciting post, please download an application pack and application form at www.perivale.ealing.sch.uk or email recruitment@perivale.ealing.sch.uk.

Previous applicants need not apply

Closing date: **Noon on Tuesday 20th April 2021**

Shortlisting: **Friday 23rd April 2021**

Interview date: **Thursday 29th April 2021**