

SBM Job Advert draft
July 2021

George Tomlinson Primary School
Harrington Road
Leytonstone
London
E11 4QN
T: 020 8539 3577
www.georgetomlinsonprimary.com

School Business Manager

Permanent/Full time

Competitive salary

Required from 1st September 2021

Actual Salary Range: PO4 - PO5, Scale point range 35 - 41

Hours: 36 hours per week, 52 weeks

A School Business Manager is required to work in our school, which was judged as Good by Ofsted in February 2018. George Tomlinson is a friendly, busy, forward-thinking primary school with well-established systems and a dedicated and creative staff body. The School Business Manager will work closely with our new Headteacher as part of the senior leadership team. The right candidate will be experienced at working in a public or private sector organisation at a senior level and will be prepared to lead, inspire and challenge. They will be a versatile thinker who can look forward and outwards to develop innovative solutions and establish beneficial and collaborative links, especially in this time of ongoing financial challenges for schools.

The School Business Manager leads and manages the following functions: finance and budgeting, human resources management, premises & facilities, management information, school administration, catering, cleaning, health & safety, capital & other projects. You will also be responsible for the line management of school office and other support staff. Attendance at full governing body and committee evening meetings is an important part of this role.

George Tomlinson Primary School is a mixed, multicultural maintained community school in the London Borough of Waltham Forest. We are a good school, with a genuinely comprehensive intake, aiming for outstanding in our next Ofsted and we enjoy teaching our well-motivated students. The school is at an exciting stage of its development and we welcome applications from people who want to become part of the team leading a consistently improving school.

The post holder will be expected to carry out all duties in the context of and in compliance with the school's Equal Opportunities Policies.

Apply by completing the application form either on Jobs Go Public or on our school website and sending this to verity.carter@georgetomlinson.waltham.sch.uk. Please refer to the job description and person specification for further details of this role when applying.

CVs will not be accepted as a formal application.

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Applications are to be received no later than 12pm on Monday 19th July 2021 and interviews will be held on Wednesday 21st July 2021.

Safeguarding and references

George Tomlinson Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share that commitment. This appointment is subject to an enhanced DBS check and strong references.