

## **School Business Manager Full Time**

**Salary Scale:** PO3 (£37,890 - £40,876 plus London Weighting £1,978)

**Hours:** 36 hrs per week full time 52 weeks

**Start Date:** January 2022

### **The successful candidate will:**

- Be experienced in managing budgets and financial reporting systems
- Have experience of working in an office environment at a senior level
- Have excellent written and spoken English and ability to compose correspondence and reports
- Have experience of managing a multi-disciplinary team preferably in a school environment
- Have good interpersonal skills
- Be able to work with minimum direction
- Methodical and attentive to detail
- Have the ability to prioritise work schedules, good time management and work well under pressure
- Be an innovative thinker, learner and problem solver
- Be a positive role model, who can lead and motivate others,
- Be flexible and resilient
- Have high expectations of yourself and others
- Have excellent Microsoft office skills
- Be a team player
- Have the ability to develop relationships with staff, children and their families
- Be passionate about improving the life chances of pupils
- Able to work independently and have flexibility to deal with the unexpected
- Have good ICT skills
- Have self-management skills i.e. the ability to prioritise and delegate, manage caseloads and good time management
- Be motivated, enthusiastic and committed
- Work as part of a team
- Be patient and have the ability to stay calm under pressure

### **We offer:**

- Fantastic children who love learning in exciting and innovative ways
- Super staff that care about the whole school community
- Excellent CPD opportunities for all staff
- Commitment to staff well being

**We welcome and encourage visits to the school from prospective candidates.**

Brentfield School is committed to safeguarding and promoting the welfare and safety of children. Please contact Abby Shinmar at [hr@brentfield.brent.sch.uk](mailto:hr@brentfield.brent.sch.uk) if you require any extra information or an application pack. Alternatively, call the school on the number below and ask to speak to Abby.