



19th January 2018

Post of School Business Manger

Thank you for your interest in this post. Our current business manager is leaving us after 11 brilliant years to join a large Camden secondary school; a new and exciting move for her but a big hole for us to fill! Nonetheless we are excited about recruiting someone new into this key role in our school. It is a really exciting professional opportunity and offers many possibilities. The successful candidate will be well supported by a highly experienced office team and school leadership team.

Please note that the post is a year round salary but ***term-time only*** (39 weeks and 5 additional days, before a new school day starts) therefore hours are annualised i.e. longer days during term-time.

We have made plans for a good handover period when the time can be arranged, ideally for a few days in the Easter holidays before term begins so that the new post-holder can start the Summer term, a new financial year, with confidence.

The closing date for applications is **12 noon on Monday 19th February**. We will short-list that day and telephone successful candidates. Interviews will be held on **Thursday 22nd February**.

Informal visits to the school prior to application (note the school is closed for half term 12th – 16th February) are strongly encouraged; do please phone to arrange one or if you would like more details of the post.

I look forward to receiving your application!

Yours sincerely,

Kate Frood