



Epsom Primary & Nursery School
Including the Children's Centre
Pound Lane, Epsom, Surrey, KT19 8SD

Tel: 01372 720608 Fax: 01372 739902
email: office@epsom.surrey.sch.uk
website: www.epsomprimaryschool.co.uk

Epsom Primary and Nursery School
Pound Lane
Epsom.
KT19 8SD

Email: hr@epsom.surrey.sch.uk

School Business Manager

An exciting opportunity has arisen for an exceptional person to be part of the Senior Leadership Team in this key role from November 2019. Are you able to strategically lead the financial aspects of our school in a time of exciting educational change? We are looking for someone who is an excellent communicator, with the ability to prioritise and lead our supportive and enthusiastic finance team. High level strategic, organisational, leadership and financial skills and experience are essential. This is a fantastic opportunity for the right individual to take a central role in shaping the future development of our unique School and Family Centre.

Most importantly, we are looking for someone willing to work hard towards continual improvement, at a strategic level.

Hours:

34.5 hours, (including a 30 minutes unpaid lunchbreak) 43 weeks a year. \$10, £39,438 - £43,744.

This can be worked over 4 or 5 days and we can be creative with the arrangement of the hours for the right candidate.

The Governors will also consider candidates working 30 hours a week on a year round contract.

Please note that this is less than the 36 hour contract due to the HR element being shared with the HR Manager.

We can offer you:

- An experienced full time Finance Assistant
- A friendly and experienced team
- Exciting Professional development opportunities
- The chance to take a central, senior role in shaping the future of a School & Family Centre in an ever-changing educational climate.

Epsom Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a requirement for the successful applicant to undertake a school issued Enhanced DBS check and accept the responsibility for providing and safeguarding the welfare of all pupils and children. Epsom Primary and Nursery School is an equal opportunities employer, and selects staff on merit, irrespective of race, sex, disability or age.

Further details about the school and Family Centre, can be obtained from our website www.epsomprimaryschool.co.uk.

We are unable to accept CV's. Please download the application pack via Eteach and email to HR@epsom.surrey.sch.uk . If you have any problems please contact, the HR department for an application pack.

Closing date 11/09/2019 [midday Wednesday]



Executive Head Teacher:
Head of School:
Chair Governors:
Safeguarding/Attendance:

Emma Smith
Michelle Pollard
Janet Willcox
Fiona Allen