

# HORSENDEN PRIMARY SCHOOL

Horsenden Lane North, Greenford, Middlesex UB6 0PB

Tel: 020 8422 5985

Email: admin@horsenden.ealing.sch.uk

www.horsenden.ealing.sch.uk

**Headteacher: Mrs E Appelby**



## School Business Manager

**Salary:** Grade 16 SP51-54 £62,889 - £66,297 per annum (inclusive of London Weighting and Ealing supplement)

**Contract/Hours:** 35 hours a week, 52 weeks (able to be flexible for the right candidate), permanent  
**Required for:** ASAP

Following the retirement of our current SBM, the Headteacher and Governors of Horsenden Primary School are looking to recruit an experienced and passionate School Business Manager to join our inspirational team of senior leaders.

### The role

The successful individual will play a key role in overseeing the non-teaching aspects of school development, supporting the school in providing an exceptional learning environment and experience for our children and community. The role encompasses responsibility for the strategic development and operation for the business functions of our school. This includes financial resource management, ICT and information management, facility and property management, health and safety, strategic operations for human resources as well as statutory compliance.

### The successful candidate will be someone who:

- is a dynamic team player
- has proven financial management experience
- can lead and motivate teams
- is experienced in complex project planning and delivery.

### The school

Horsenden Primary School is a large three-form entry school in the leafy Greenford area of the London Borough of Ealing, serving a diverse community. Our pupils have access to a range of fabulous facilities including an on-site swimming pool, dedicated music room, computer suite, practical room with cooking facilities, well-resourced book areas and libraries as well as a Multi-Use Games Area and three separate playgrounds. Our wonderful facilities allow us to deliver an inspiring and interactive curriculum not only to our pupils, but also to many more in the local community through extra-curricular activities and lettings.

### What we will offer:

- Regular training and continued professional development.
- Support and development through an effective appraisal system and regular feedback from monitoring.
- Support from an experienced Headteacher, Leadership Team and Governing Board.
- Ealing as a local authority provides a supportive network of colleagues who collaborate through quadrant groups and the Ealing Learning Partnership to ensure the best for all children in the Local Authority.
- Competitive inner London weighting salary.



- Generous local government pension scheme.
- Employee assistance programme.
- Our school provides an experienced candidate with many interesting and rewarding opportunities to make a real difference to the community as we make use of our excellent facilities and Children's Centre to support the community beyond the academic education of our children.

### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

In line with *Keeping Children Safe in Education 2023* and safer recruitment practices, the school will conduct an online search for shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

***Visits to the school are strongly encouraged. Please email Filomena Carver at [recruitment@horsenden.ealing.sch.uk](mailto:recruitment@horsenden.ealing.sch.uk) to make an appointment.***

**To apply:** Please download the application form, job description, person specification and guidance notes from our school website at: [www.horsenden.ealing.sch.uk/our-school/working-with-us](http://www.horsenden.ealing.sch.uk/our-school/working-with-us). Please return your completed application form via [recruitment@horsenden.ealing.sch.uk](mailto:recruitment@horsenden.ealing.sch.uk)

***Please note: CVs will not be accepted.***

**Closing Date:** Thursday 4<sup>th</sup> July 2024 at 12pm midday

**Shortlisting:** Thursday 4<sup>th</sup> July 2024

**Interviews:** Wednesday 10<sup>th</sup> July 2024