

**Immanuel and St Andrew C of E Primary School**

**School Business Manager**

**Permanent Full time: Pay Scale P05 (Point 39 – 42)**

**Head Teacher: Mrs. B. Grehan**

***Jesus is Immanuel – God with us***

Immanuel and St Andrew Church of England Primary School is a highly respected, over-subscribed, diverse and thriving Primary school set in the heart of Streatham. Our vision, fondly known as “The Immanuel Way” is to prepare children for life-long learning whilst valuing the uniqueness of every child and providing for their needs. We are committed to high academic standards, high expectations and high aspirations which drives our belief in “Excellence for all. Excellence from all.” We would welcome an application from interested candidates who wish to become part of the ‘Immanuel’ family.

***We are seeking a highly skilled and experienced forward thinking professional who has a recognised business, accounting, or other relevant qualification. Whilst you will have some experience of working within an education environment, we are looking for someone who can bring some experience and knowledge from outside of the education sector to help drive our strategic direction and operations forward.***

We can offer:

* Excellent career advancement continuing professional development opportunities.
* A warm, welcoming and creative environment, with an enthusiastic, knowledgeable and committed team.
* Polite, happy and engaged children with a great enthusiasm for learning.
* Supportive parents and governors committed to our school ethos.

You will be required to:

* Provide strategic financial direction and leadership to the School.
* Take ownership of the School’s Financial Resource Management, Human Resources Management, and Administrative function, including IT and GDPR management.
* Manage the Finance and Administration Team.
* Act as the school’s Health and Safety Lead, and provide overall direction to the Premises team in keeping the School premises maintained and safe.
* Support the School’s Governing Body as required.
* Be enthusiastic, committed and proactive, and be willing to be fully involved in the life of our School.

Completed application forms should be sent to Mrs Carena Hall, School Business Manager, at [chall@isaprimary.school](mailto:chall@isaprimary.school). Please contact Mrs Hall for further information.

Application Closing Date: Friday 7th January

Short listing Date: Monday 10th January

Interview Date: Monday 17th January

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the disclosure can be found at [www.gov.uk/dbs](http://www.gov.uk/dbs) and in the recruitment pack. [www.lambeth.gov.uk](http://www.lambeth.gov.uk). Lambeth aims for quality services and equal opportunities for all.