



HABERDASHERS' ASKE'S

CRAYFORD
ACADEMY

Assistant Business Manager

Full Time, Permanent

We wish to appoint an Assistant Business Manager, someone who is ambitious to develop themselves in the role of school business management, learning in role whilst gaining a Level 4 qualification.

This is a truly exciting opportunity to learn, whilst working alongside an experienced Business Manager and liaising with other Business Manager's and Assistant Business Manager's across the Federation

In this role, you will lead in one specific area of responsibility whilst supporting the Business Manager across a wide range of support services and projects,

We are looking for an enthusiastic, ambitious person who will promote excellent customer service and support. You must have a keen interest in all aspects of support services in school, Health and Safety, an interest in developing efficient methods of working, and confident in line management.

If you feel that this position is of interest and you have the right experience, skills and are ready for fresh challenges, with the ambition to make a real impact then we'd like to hear from you.

To apply please complete the application form and supporting documents found on our website at www.habsfed.org.uk/Staff-Vacancies/Crayford-Academy/. Applications should be returned to Lauren Exford, HR Administrator (crayfordhr@haaf.org.uk), quoting reference number: 053/ ABM/2018-19/CALE

Haberdashers' Aske's Crayford
Academy
Crayford, Kent DA1 4RS 4RS

01322 402 180
crayfordhr@haaf.org.uk
www.habscrayford.org.uk

SALARY:

Band M 33- 38
£36,390 - £41, 490

TO APPLY

www.habsfed.org.uk/Staff-Vacancies/Crayford-Academy/



CLOSING DATE:

26th August 2019, 12 Noon

INTERVIEW DATE:

To be confirmed