

Every Person Shines



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 October 2019 or earlier if possible. 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 Children's Centre.

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

Hours:

32 hours, (43 weeks a year. Term time only plus 5 Inset days and 4 weeks. This can be worked flexibly in agreement with your Line Manager.

£10, £39,438 - £43,744) FTE

Actual salary Pro Rata from: £32,950-£36,548

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
- A commitment to excellent professional development and wellbeing for all staff
- The chance to take a central, senior role in shaping the future of a School & Children's Centre in an ever-changing educational climate
- Pride in our diversity and sense of community
- Supportive management and Governance, with ambitious expectations
- A strong sense of teamwork and collaboration
- A very large staff team who are supportive and fun.

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.



Executive Head Teacher: Emma Smith
Head of School: Michelle Pollard
Chair Governors: Janet Willcox
Safeguarding/Attendance: Fiona Allen



Further details about the school and Children's 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 07/07/2019 [midnight Sunday]