

ADVERT



79 Creighton Avenue, Muswell Hill, London N10 1NR

Eden Primary is a primary school that welcomes children from all backgrounds, integrating the best of general and Jewish education. The school is inspired by the diversity and strength of its community, an inclusive approach to learning, outdoor education, excellence in education and varied, innovative approaches to teaching and learning.

SCHOOL BUSINESS MANAGER (Part Time – 0.8 negotiable)

(Part Time – 4 days per week – negotiable)

Term time plus additional days during holidays by arrangement.

Salary: PO4 sp. 41 – 44

Currently £ 37,476 - £40,218 (FTE i.e. 5 days per week, all year round).

Pro-rata for days per week and term time only.

Start date: May 2017

We are looking for:

- An individual with a proven track record in finance and administration.
- A School Business Manager who sees the vision and values of the school as a good fit for their professional work.
- Applicants who want to work hard as part of a collaborative team, building an exceptional school.
- An individual looking for a challenge who is seeking to progress their career through professional development.
- Someone open to new ideas and initiatives.
- A highly professional person who will strive for excellence and work to a high standard securing the best possible outcomes for the children and for the school.

We can offer:

- The challenge, excitement and rewards of developing and improving a new school with an innovative vision, new approaches to school life and learning and inspiring values.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- The opportunity to work in a beautiful school building.
- Exciting professional development opportunities with an experienced leadership team.
- A broad range of responsibilities.

- A committed and supportive governing body.
- Application pack available at www.edenprimary.org.uk/jobs.

For more information contact Lucy Tierney: lucy@edenprimary.org.uk.

Closing date for applications: 12.00 Tuesday 28th March 2017

Interview Dates: Thursday 30th and Friday 31st March 2017

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require a satisfactory DBS & DBA check. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.