



# Stanburn Primary School

Believe Achieve Succeed - Learning without limits

Headteacher: Ms E D'Souza BSc(Hons). PGCE. MEd

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## School Business Manager to start in Autumn Term (September 2024)

**Full Time (52 weeks a year, negotiable), Permanent  
MG1 (1-5)**

Stanburn Primary School is seeking to appoint a proactive and skilled School Business Manager to help us continue to improve our school. The successful candidate will have strategic responsibility for all aspects of financial management; will work closely with the Headteacher, governors and the senior leadership team to effectively manage the school's financial strategy and management of the school's resources. We are looking to appoint someone with experience of working within a financial setting but school-based experience would be a bonus.

At Stanburn Primary School we are committed to building a fully inclusive school community with high expectations, a positive ethos and strong values. We aim to develop all pupils as independent learners who are able to take responsibility for their own learning in order to achieve their best and continue "learning without limits".

### The successful candidate will:

- Have relevant professional management qualifications or have a recognised Accountancy qualification;
- Have a working knowledge of safeguarding and child protection procedures;
- Has skills in managing finance and budgets, personnel and payroll procedures, and resource allocation;
- Has a thorough understanding of school health, safety, first-aid and safeguarding protocols;
- Have an understanding of FMS/SIMS and UK GDPR legislation;
- Have excellent Microsoft Office skills;
- Have experience of working in a busy environment;
- Believe in and passionately support the vision, ethos and policies of the school;
- Can effectively lead and manage administrative, support and site management teams;
- Be enthusiastic, quick thinking and have excellent organisational skills to prioritise workload in a fast paced environment;
- Have good leadership and communication skills, with an ability to motivate and inspire staff at all levels.

### We offer:

- A passionate and successful school where you will feel well-supported in your role;
- A robust induction process;
- A school that is committed to ensuring that every child succeeds;
- A Governing Body, knowledgeable in finance and premises management;
- The support of a welcoming and friendly team;
- Wonderful children and dedicated, supportive staff;
- With our ethos of "learning without limits", we have high aspirations for everyone and expect everyone to contribute positively.

Visits to the school are warmly encouraged; to arrange, please call 020 89541423 or email us.

### How to apply:

For more information, including the Job Description and an application form, visit our school website: [Work for Us](#)

Please email completed application form to: [recruitment@stanburn.harrow.sch.uk](mailto:recruitment@stanburn.harrow.sch.uk)

**We will interview candidates as they apply and reserve the right to close the advert once a suitable applicant has been appointed. CVs will not be accepted. Only shortlisted candidates will be notified.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safe recruitment practices to protect children. The successful candidate will be appointed subject to an Enhanced DBS with Barred List check, satisfactory references and health check. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check). Harrow Council aspires to be at the forefront of promoting equality of opportunity as an employer, service provider, procurer of goods and services and a community leader. We aim to tackle all forms of discrimination and achieve equality irrespective of ones: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

[www.stanburn.harrow.sch.uk](http://www.stanburn.harrow.sch.uk)

