



Hampstead Parochial CE Primary School

Executive School Business Manager 35 hours per week – All year round (Scale PO5 Sp.39-42: (£45,594 - £48,576))

Required as soon as possible

An exciting opportunity for an exceptional School Business Manager to work across a partnership of three successful primary schools, all within easy reach of transport links from Hampstead and Finchley Road. Hampstead Parochial School, Holy Trinity School NW3 & St Luke's School NW3

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The successful candidate will have a proven track record of financial management and be a valued member of the Senior Leadership Team.

You will need to be highly organised, work well as part of a team and have excellent communication and interpersonal skills.

The ideal candidate will have:

- A relevant School Business Manager qualification, although this is not essential, candidates should have a willingness to undertake the qualification.
- Sound experience of school financial management and budgetary control
- A good understanding and knowledge of human resources management and payroll
- A good understanding of facilities management, including health and safety
- An ability to identify, research and develop, cost and implement new initiatives
- An ability to secure funding through researching and applying for resources

We offer a happy, dedicated and very supportive staff team and we provide excellent professional development opportunities. We work hard to put children's welfare and happiness at the heart of everything we do.

For further information about the schools, please visit our websites:

<https://www.hampsteadprim.camden.sch.uk/> <https://www.holytrinitynw3.co.uk/>
and <https://www.stlukesschool.org.uk/>

If you are interested in applying for the above post, please email bursar@hampsteadprim.camden.sch.uk for a Job Description and pack or visit the schools website at www.hampsteadprim.camden.sch.uk. Completed applications should be sent to: bursar@hampsteadprim.camden.sch.uk

Closing date for applications is: **12 noon – Thursday 20th January 2022**

Interviews will take place on: **Monday 24th January 2022**

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.