

School Business Manager

School:	Darell Primary and Nursery School	Posted:	23rd May 2019
Location:	Richmond, Surrey	Expires:	10th June 2019
Contract Term:	Permanent	Start Date:	12:00 PM
Salary:	See job description	Start Date:	1st September 2019
Hours:	Part Time	Job ID:	1050378

Darell Primary and Nursery School

Darell Primary and Nursery School is a happy and inclusive primary school that celebrates the talents of all our children giving them the best start to their education. The governors are seeking to appoint a part time School Business Manager who will head up the school's administrative team. The successful candidate will take a lead role in managing the school's finances on a day-to-day basis and work closely with the Head Teacher on ensuring excellent value for taxpayers' money. In addition, the person will manage key school contracts, including the school's human resource contract.

For further information please refer to the attached job description. Tours of the school are welcomed, please do not hesitate to contact the school office.

Safeguarding Statement:

Darell Primary and Nursery School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check.