

**SCHOOL BUSINESS MANAGER
PO3**

Greenvale School is a secondary school for students with severe learning difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD). The school is a beautiful, purpose built, state of the art Teaching and Learning environment on a site adjacent to Forster Park School in Waters Road North Downham. We are expanding and will have an additional site with fantastic new facilities on Mayor Road by September 2021.

We are seeking to appoint an experienced, talented, enthusiastic professional to take a lead role in the business management of our outstanding school, working across the two sites.

In this role, you will be confident and a highly organised School Business Manager with strong interpersonal and financial and IT skills.

Visits to the school ahead of application / interview are strongly recommended.

Hours of work: 35 hours per week

Pattern of work: Monday – Friday 8:30 – 4:00 43 weeks per year

26 days leave - 34 days (pro rata) leave depending on service to be taken outside of term time.

Salary Grade PO3 £39,543 - £41,466 points 34-36 pro rata.

Applicants who are successfully short listed will be required to complete a skills task ahead of interview.

Greenvale School, Waters Road, Catford, SE6 1UF. 020 8465 0740.

Greenvale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We operate stringent safer recruitment procedures and the position requires two satisfactory references and an enhanced Disclosure and Barring Service check.

Greenvale School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation

Completed application form, to be returned to Barbara Speirs at admin@greenvale.lewisham.sch.uk CV's will not be accepted.

Closing Date: 19th March 2020

Short Listing: 20th March 2020

Task: TBC

Interviews: TBC (potentially March 31st or April 1st)

Ref: