

William Davis School
Wood Close
Cheshire Street
London E2 6ET
0207 739 1511



Required for March 2018 (or earlier if available)

School Business Manager (0.5 PT- hours to be negotiated)

Salary: PO2-PO3 NJC Scale pts 35- 40 £35,254- £38,919
(depending on experience)

William Davis Primary is a small school in the heart of one of London's most distinct and fastest changing neighbourhoods. Our pupils work hard to meet the high standards we set for them; they strive to become creative, thoughtful individuals ready to take on the challenges of secondary school, and life.

We require a School Business Manager to work as a member of the School's Senior Leadership Team and to provide assistance to the Headteacher in leading and managing the school's support functions, finance, personnel and matters related to the development of the school's site and facilities.

The successful candidate will be suitably qualified and/or experienced, and will have a successful track record in managing teams and the ability to ensure the school's vision and priorities are delivered, and that its values are embedded at all levels within the school.

A genuine commitment to maintaining the highest standards in all areas of responsibility is essential, as are strong written and oral communication skills, diplomacy and the ability to work as an effective member of a team.

Further details, including a job description, person specification and application form can be found on the school website or requested from Zubana Bhatti at admin@williamdavis.towerhamlets.sch.uk.

For an informal discussion please contact the Headteacher Annika Eadie at:
head@williamdavis.towerhamlets.sch.uk.

William Davis Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will require an enhanced DBS check

Closing date: Noon on Wednesday 29th November 2017

Interviews for selected candidates: Week beginning December 4th