

Mayflower



FEDERATION

www.mayflowerfederation.org.uk

Headteachers:

Ms Carol Askins

Mr Simon Assig

Ilderton Primary School

Phoenix Primary School

We are seeking to appoint:

Assistant School Business Manager

Hay Grade 9, Scale: 32—39

(£31,953—£38,007)

52 Week Contract, 36 hours per week

An exciting opportunity is offered within The Mayflower Federation for an Assistant School Business Manager to join our fantastic Finance and HR Team to work across both Phoenix and Ilderton Primary Schools. This role requires someone who has experience in finance and/ or personnel and is looking to progress their career in the field of School Business Management.

What we offer our staff:

- Children who are keen to learn and want to do their best
- A working environment that puts children at the heart of its decision making
- Supportive colleagues who will work alongside you in order to achieve your best
- Excellent CPD opportunities and career progression
- A forward thinking senior leadership team to guide, mentor and coach staff at all levels
- A commitment to maintaining high quality and manageable working conditions

What we look for in our staff:

- People who want to make a difference to the education of children
- Forward thinking, ambitious and creative workers
- Reflective practitioners, who can identify their strengths and how they can improve their own performance
- Positive people who are solutions focussed, rise to challenges and share successes
- Employees who go the extra mile to make a difference to the well-being of children and their families

Please email Patricia Hunter at recruitment@mayflowerfederation.org.uk for a recruitment pack

Once completed, please email your application to: recruitment@mayflowerfederation.org.uk

Closing date: Friday 23rd March 2018 at 12:00pm

Interview date: W/C Monday 26th March 2018

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to undergo an enhanced DBS check. Further details can be found on the Disclosure and Barring Services website <https://www.gov.uk/disclosure-barring-service-check>