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# The Federation of St John’s Bethnal Green &

# St Paul’s Whitechapel CE Primary Schools

# The governors of St John’s Bethnal Green &

St Paul’s Whitechapel CE Primary Schools are seeking to appoint a

**FEDERATION BUSINESS MANAGER**

**Salary Scale : PO3 – PO5 (depending on experience)**

**(To start as soon as possible)**

St John’s and St Paul’s Whitechapel CE Primary Schools are multi-cultural, one-form entry primary schools in the heart of London. Both offer fantastic children, supportive parents, effective governors and a commitment to ongoing professional development.

We are looking for a Federation Business Manager to oversee the schools’ financial, HR, premises and administrative functions.

The successful candidate will:

* have a recognised financial management qualification or have worked in a financial environment;
* have experience and knowledge of school finance, HR and other aspects of education administration;
* establish and maintain good professional relationships with pupils, parents and colleagues;
* understand the statutory requirements of legislation concerning safeguarding, child protection health and safety, equalities and inclusion;
* be competent in the use of office-based IT programs;
* be committed to the best possible outcomes for pupils, the staff team and the school.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This appointment is subject to enhanced DBS check.

**Applications close: Monday 10th October, 12:00 Noon**

**Interviews: Thursday 13th October**

For an application pack, please contact:

****Lisa Potten [lpotten.211@lgflmail.org](mailto:lpotten.211@lgflmail.org) 0208 980 1142

# St John’s CE Primary School, Peel Grove, Bethnal Green, London E2 9LR

[www.st-johns.towerhamlets.sch.uk](http://www.st-johns.towerhamlets.sch.uk)

# St Paul’s Whitechapel CE Primary School, Wellclose Square, London E1 8HY

****[www.st-pauls.towerhamlets.sch.uk](http://www.st-pauls.towerhamlets.sch.uk) ****