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English Martyrs’ Catholic Primary School

Flint Street, Walworth, London SE17 1RB

Tel: 0207 703 4726 Fax: 0207 277 1743

[www.englishmartyrsrcprimary.co.uk](http://www.englishmartyrsrcprimary.co.uk)

Head Teacher: Mrs H. Appah

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**SCHOOL BUSINESS MANAGER**

REQUIRED AS SOON AS POSSIBLE

£35,070.00 - £41,718.00

We have an opening for a School Business Manager to join our very busy, friendly, hard-working team. You will have overall responsibility for the management of finance, health & safety, Human Resources, the school administration and premises team.

Candidates are expected to have:

* Knowledge of Financial Management Standards in Schools
* Experience of understanding financial information and managing budgets efficiently
* Experience of finance and H.R. including payroll administration
* Experience of managing health and safety in a similar setting

English Martyrs’ is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post will be subject to pre-employment checks, references will be sought before interviews and the successful candidates will need to undertake a Disclosure and Barring Service checks.

Please download an application form and Job description from our website <http://www.englishmartyrsrcprimary.co.uk/vacancies/>

Alternatively email [njohnstone@englishmartyrs.southwark.sch.uk](mailto:njohnstone@englishmartyrs.southwark.sch.uk)