

We are looking to appoint from June 2019:

School Finance & Governance Manager

Part-time, permanent member of staff
17.5 hours, PO3 (term time + 1 week)

We are seeking to appoint a highly committed, hardworking and motivated Finance and Governance Manager to join our School Business Management Team and play an integral role in ensuring our School provides the very best in Education.

Halley Primary School is an aspiring one for entry community school situated in the heart of Stepney Green. We pride ourselves on providing an inclusive, rich and creative curriculum serving a multicultural community. This is an exciting opportunity to work with a highly committed, hardworking and motivated team of staff.

We are looking for someone who:

- Can lead, manage, maintain and develop the School's financial procedures and systems in cooperation with the Senior Leadership Team and School Governors, ensuring that both legal and safety requirements are adhered to.
- At a strategic level have an excellent understanding of school finance and budget management.
- Is keen to work and learn within a growing School Business Management Team.
- Is proactive and has exceptional organisational and time-management skills.
- Has a meticulous attention to detail.
- Is committed to high standards and improving achievement for all.
- Is dedicated to providing a highly efficient and effective service to enable high quality teaching and learning for all.

Visits to the school are very much welcomed. To arrange a visit please contact Zaheda Begum (HR & Finance Officer) on [02072658061](tel:02072658061).

An application form and additional information can be found on our vacancies page of the School's website: www.halley.towerhamlets.sch.uk

Please email your completed application to: zbegum@halley.towerhamlets.sch.uk

Application closing date: Monday 6th May 2019

Shortlisting: Tuesday 7th May 2019

Interviews: Monday 13th May 2019

Halley Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Vigorous checks will be completed prior to interview and references from applicant's current/most recent employer will be requested. The successful candidate will require an enhanced DBS clearance.

We welcome applications from suitable skilled and knowledgeable candidates regardless of ethnicity, gender, disability, sexuality, religion or age.



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