**School Business Manager, London **

**Closing date: 03 April 2019**

**Date posted:** 18 Mar 2019
**Start date:** June or July 2019
**Contract type:** Part time, 4 Days per week (0.8 FTE)

**Salary:** Hay Scale 10(£35,772 to £42,552 pro-rata)
**Contract term:** Permanent

**Our School**

**SILS is an 11- 16 Pupil Referral Unit for children excluded from mainstream schools due to social, emotional, behaviour and / or mental health difficulties (SEMH). We are located on two sites across London Borough of Southwark. We are a ‘Good School’ with *‘s*taff who enjoy working at the school and are very supportive of one another*’ (Ofsted, June 2018).***

**The role**

We are seeking to recruit a suitably experienced dynamic and motivated School Business Manager to join our Senior Leadership Team. The successful candidate will be responsible for a range of operational services which includes efficient and accurate financial management, human resources, premises, health & safety and administration.

The right candidate for SILS will**:**

* Be enthusiastic and creative
* Have strong leadership and organisational skills
* Be committed to a positive and inclusive school culture
* Have a good record of driving improvements forward
* Be an innovative thinker and solutions orientated
* Have experience of strategic management
* Be able to manage priorities and deliver timely outcomes on projects

**In return, we offer:**

* A supportive leadership and management team
* High quality CPD opportunities
* A collaborative staff team, who are committed to achieving best outcomes for all students

For further information and an application pack please go to our website [www.silsschools.org](http://www.silsschools.org) If you would like an informal conversation with the Headteacher or to arrange a visit, please contact the school office on 0207 525 1150 or email admin@sils.southwark.sch.uk

Please note that your supporting statement must include references to the job description and person specification, setting out why you are the right person for the role, at SILS.

Closing date for applications: **Wednesday 3rd April 2019, 12 noon**

Interviews to be held: **Week commencing 6th May 2019**

***SILS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*** *Please note that* CVs will not be accepted for this position.

**School addresses:**

**Southwark Inclusive Learning Service (SILS)**

**KS3 Site KS4 Site**

2 Davey Street Porlock Street

London London

SE15 6LF SE1 3RY

0207 525 1150 0207 525 0370