



Arts & Media School
ISLINGTON

Assistant School Business Manager

(Non – teaching position)

28 hours per week (Term Time Only) + 1 week

Permanent role (subject to 6 month probation period)

Start Date: A.S.A.P

Grade SO1 scale point 23 - 25,

Actual Prorated Salary : £22,895 - £23,727

We are a comprehensive inner London secondary school with a diverse intake of students from a wide variety of backgrounds and cultures. We were graded as Good in all aspects during our last Ofsted Inspection (Nov 2017).

We are looking to appoint an Assistant School Business Manager to support the whole school administration. Although a background in school administration is not required you will have experience in book keeping/accounting and administration. You will have a flexible approach to working and have good ICT skills. You will assist the Business Manager and be an integral part of the school support team.

You should have a good working knowledge, understanding and experience of the following;

- Working within an Administrative Team
- Accounting/Book keeping
- Able to work independently as well as within a team
- Proactive and Flexible
- Good and clear communication skills
- Strategic Planning and diary management
- Emotional Intelligence
- Knowledge/Understanding of school based systems
- Excellent interpersonal skills, an empathetic nature and role model
- Able to adhere to strict deadlines
- Understanding of GDPR
- Policy Management

Closing date for applications: Friday 29th January 2021 @ 2pm

Shortlisting: Monday 8th February 2021

Interviews: From Monday 8th February 2021 (TBC)

If you feel this role is for you and you would like to apply, please download an application form from our website

We do not accept applications from agencies or via C.V's