

**Bishop Stopford's School**

**Brick Lane, Enfield, Middlesex, EN1 3PU**

**Tel: 020 8804 1906 Fax: 020 8216 1760**

[www.bishopstopfords.enfield.sch.uk](http://www.bishopstopfords.enfield.sch.uk)

Headteacher: Ms T Day

**Assistant School Business Manager**

**Required – asap**

**Contract – 2yrs Fixed Term**

**Salary – PO1 or PO2 (depending on experience) – salary range – £28,764 to 33,868**

**Hours – 30 per week – 7am start (3/4 days a week)**

**Weeks – 39 weeks per year**

Bishop Stopford’s Church of England School received a glowing SIAMS (Church of England) report in March 2024. ‘Highlighting that relationships in the school are excellent and staff and students are courteous and kind to each other’. The school also retained it’s ‘good’ Ofsted grading in January 2024 – with the school being commended for its high expectations, welcoming and supportive approach and ambitious curriculum which demonstrates that leaders have high expectations and show determination that all pupils can flourish.

We are seeking to appoint an Assistant School Business Manager to support the School Business Manager in the strategic and operational management of the school’s support functions. The successful candidate will lead on administration, cover and health and safety and provide support to the other operational support functions, including, finance, HR, business development, GDPR, IT, procurement and audit, logistics management and trips and visits. We are looking for a commercially minded individual, who is flexible in approach and has high level communication skills. You will model outstanding administrative skills with the creative ability to improve and maintain clear systems and processes.

As a school we are proud of the ‘nurturing and harmonious community’ (Ofsted 2024) that we have established for all of our students and our staff. This is an excellent opportunity to join an inspirational school where we firmly believe that ‘everyone can achieve beyond their expectations, and our moto of ‘believe, strive, succeed is at the heart of everything we do’ (Ofsted 2024).

At Bishop Stopford’s School, our ’staff feel supported by others and their well-being is carefully considered’ (Ofsted 2024), enabling all to develop and grow. We offer fully comprehensive professional development programmes for all of our staff and we are dedicated to supporting career progression and advancement. Full Apprenticeship training will be provided to become a qualified teacher

Further information and an application pack is available on the school website [www.bishopstopfords.enfield.sch.uk](http://www.bishopstopfords.enfield.sch.uk) or if you would like to speak to the Business Manager about the role please contact Liz Davies, School Business Manager edavies@bishopstopfords.enfield.sch.uk We are located in Enfield, North London within easy access of the M25 and surrounding counties.

**Closing date: 12pm, Friday, 28th June 2024**

**We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.**

**Interviews: w/c 1st July, 2024**

***Earlier interviews may be held on a rolling basis.***

Bishop Stopford’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  We are committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.