

**School Business Manager – Redbridge PRUs**  
**Redbridge Alternative Provision - Starch House Lane, Fullwell Cross, Barkingside, Redbridge IG6 1PU**  
**Constance Bridgeman Centre – Loxford Lane, Ilford, IG1 2UT**  
**LBR 15 Scale points 44 – 47 (£55,155 - £58,248 FTE)**  
**Full Time Position – 36 hours a week, 52.14 weeks per year**

We are looking to appoint a dynamic, experienced and committed person to the role of School Business Manager for the Redbridge Pupil Referral Units - Redbridge Alternative Provision and Constance Bridgeman Centre. You will be based across both sites

This is an excellent opportunity for an outstanding experienced Business Manager to become part of a School Leadership Team, working closely with the Head Teachers across both provisions, on two sites.

You will be involved in strategic financial planning for school improvement and will gain valuable experience of leadership. An Accountancy or School Business Management qualification would be advantageous.

The core purpose of the role will be to:

- Lead and manage each schools' finances, including day to day financial tasks, purchasing, budget setting and budget monitoring.
- Produce monthly management accounts and reports for the PRU Management Committee.
- Complete and submit monthly returns to the local authority; The London Borough of Redbridge.
- Manage the schools' premises, oversee maintenance and improvement programmes.
- Be responsible for HR functions within both PRUs, including maintenance of the Single Central Records, payroll submissions, and recruitment.
- Maintain accurate financial, HR records.
- Advise the SLT and Governors on all financial, premises and HR matters.
- Line manage office and premises staff for both provisions.

The successful candidate will need to have:

- Considerable experience of managing school finances
- Excellent communication and interpersonal skills
- An ability to be strategic and creative
- Excellent financial management and ICT skills
- The ability to play a senior role within the organisation of all schools.

**Closing date: Midday 20th November 2023.**

**Shortlisting: 21st November 2023**

**Interviews will take place between 23rd & 24th November 2023**

**For further information please contact 020 8501 3951**