



**Teddington  
School**

Teddington School, Broom Road,  
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*Headteacher: Kathy Pacey NPQH*

### **Business Manager for Teddington School**

Teddington School will join the Bourne Education Trust on 1<sup>st</sup> September 2019. We are looking to recruit a Business Manager to join the senior team from September 2019.

This is a unique opportunity to join the senior team of a large, 11-18 school at a turning point in its development. In the first instance the role will involve close working with senior staff of the Bourne Education Trust who will continue to support Teddington School as it makes its transition to the Trust.

We are committed to providing the very best for our staff and have on going focus on staff well-being and a commitment to reducing staff workload. Training and support will be provided and we believe this is a great opportunity for career progression for the right candidate.

**Salary:** £44-48k (negotiable, depending on experience)

**Responsible to:** Headteacher/COO Bourne Education Trust

Visits to the school are encouraged.

Interested candidates should complete an application form, which can be downloaded from our school website along with a full pack of details. Application forms should be emailed to [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org)

The closing date for applications is noon on the 12th July 2019.

Teddington School is committed to safeguarding and protecting the welfare and safety of its staff and pupils, and follows safeguarding interview procedures. We expect all candidates to meet the highest standard of safeguarding and successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check.





Dear Candidate

19<sup>th</sup> June 2019

Thank you for expressing an interest in the position of Business Manager at Teddington School.

The successful applicant will be joining the school at a very exciting time. The school continues to raise its standards at both GCSE and A Level and continues to be a very popular local community comprehensive school. Our aim is to ensure all students, regardless of their starting point, achieve highly. We invest heavily in the professional development and care of our staff as we are committed to ensuring all members of our school community benefit by being part of our school.

The Business Manager will play a key role in the school's strategic development and be the lead member of the Senior Leadership team responsible for driving forward the school's financial stability. You will be the school's leading support staff professional supporting me, as Headteacher, to ensure that the school meets its educational aims.

The ideal candidate should be self-motivated, and enthusiastic. The successful candidate will have experience of managing budgets, financial plans, financial reporting and managing change in organisations. Experience dealing with procurement, HR, or marketing would also be beneficial.

We look forward to receiving your application, please be aware that the closing date for applications is noon on the 12th July 2019. It is very important that you include a telephone number for both day and evening so that we can contact you by telephone if necessary.

If you have any further queries about the school or the post, or would like to make a preliminary visit, please do not hesitate to contact Kate Sanders, COO Bourne Education Trust on [sandersk@bourne.education](mailto:sandersk@bourne.education).

For those wishing to apply, please complete our application form (please note CVs will not be accepted) and submit it by email to: [hrdepartment@teddingtonschool.org](mailto:hrdepartment@teddingtonschool.org)

Thank you for considering Teddington School for the next phase in your career and I very much look forward to receiving an application from you.

Yours sincerely

Kathy Pacey  
Headteacher