



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service

Job Advert

Post Title: Federation Business Manager

School: Based across all Federation sites within City of Westminster Local Authority.

Contract Type: Permanent

Hours: Full time (36 hours per week)

Pay Range: Band 4 WCC £65,853 - £72,669

Start Date: As soon as possible

Advert Closing Date: 13th May 2024 (by 9am)

Interview/Selection Date: 17th May 2024

The Federation of Westminster Special Schools and Bi-Borough Inclusion Service provides high quality specialist provision for children and young people aged 4-19. At an exciting time of growth, we are looking to appoint a Federation Business Manager to take a strategic and operational lead on our Business Support Services, bringing with them substantial knowledge and experience of leadership & management of school finance, with knowledge of human resources, premises & facilities, contract procurement and administration.

As a member of the Federation Leadership Team you will be part of a collaborative and dedicated team of senior leaders. You will need to be a motivational leader and manager with a collaborative approach, who can work at pace. In return, you will join a thriving Federation with excellent CPD and the opportunity to play a pivotal role in ensuring all our children and young people receive the very best opportunities we can provide.

We can also offer you Cycle to work scheme, Employee Assistance Programme Travel Loan and Occupational Health Service

If this sounds like the ideal opportunity, we would be delighted to hear from you.

To apply, please return a fully completed application form with a covering letter of no more than 2 pages to fowrecruitment@hrconnect.org.uk by 9.00am on Monday 13th May 2024

Please use the official WCC application form and job description via the following link
<https://www.qe2cp.westminster.sch.uk/page/?title=Recruitment&pid=210>

We welcome candidates to visit both the schools and an opportunity to meet the Head of the Bi-Borough Inclusion Service Visits can be arranged by contacting HR email hr@qe2cp.westminster.sch.uk or phone 0207 221 3454 and speak to Mariam Hassan Alternatively we can arrange for a visit on the day of the interview. Candidates must be available for interview on Friday 17th May 2024.

At the Federation of Westminster Special Schools, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS). Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education

“In line with KCSIE September 2023, an online search will be conducted as part of our due diligence checks on shortlisted candidates.”