



Dorothy Barley Junior Academy
Ivinghoe Road
Dagenham
Essex
RM8 2NB
Telephone No. 0208 270 4962
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office@d-barley-j.bardaglea.org.uk

School Business Manager

Salary: PO2-PO3, SCP 29-35 £34,884 - £40,869 dependent on experience

Hours: 36 hours per week, 52 weeks per year (annual leave to be taken in school holidays)

Information about our school

Dorothy Barley Junior Academy is a 4-form entry Junior school located in Dagenham close to Becontree tube station on the District Line.

The Governors are seeking to appoint a highly motivated School Business Manager to join our team. This should be someone who is committed and dedicated to providing excellent support to our school. Responsible for HR processes, finance procedures and regulations, premises management, Health & Safety and wellbeing. An experienced background in accountancy/finance is essential for this role.

The school holds the Inclusion Quality Mark Flagship School Status and a number of other nationally recognised awards. Having been graded Good in all areas by Ofsted in our last inspection, we are looking to appoint a professional who will actively support the next stage of our development in our journey towards Outstanding.

We can offer:

- A varied and rewarding role where you make a difference every day,
- The benefits of being part of the forward-thinking REACH2 Academy Trust - one of the most successful primary Trusts in the country,
- A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country.
- Membership of the generous LGPS pension scheme,

As part of REACH2 employee benefits we also offer access to an Employee Assistance Programme for you and your immediate family and membership to 'perks at work'.

This is an academy aiming high and looking to the future so, if you like to work hard and thrive on a challenge then please email completed application forms to:

Miss Cathy Leicester, Headteacher cathy@reach2.org

Closing Date: Sunday 30th January 2022 at 12 noon – Interviews to be confirmed

The academy is committed to the safeguarding and welfare of children and expects all staff to share this commitment. The appointment will be subject to satisfactory references, enhanced DBS and medical checks.