

Riverside Bridge School
Email: jadb@riverside.bardaglea.org.uk
Headteacher: Mrs K Cerri

Mixed 4-16 Special School

School Business Officer- Maternity Cover
Scale:SO2-£37,443- £39,264

Full time- 52 weeks per annum, 35 hours per week.

Required: September 2024 until July 2025

Riverside Bridge School is a Special School for pupils aged from 4 – 16 years old, which opened in September 2015. This School serves families and pupils in the London Borough of Barking and Dagenham and neighbouring boroughs. The school is currently undergoing a large expansion and will be based across two sites (within walking distance of each other). It is part of this expansion which has generated this opportunity.

Pupils are admitted within the following categories of special needs:

- Autism spectrum disorder (ASD)
- Profound and multiple learning difficulties (PMLD)
- Severe learning difficulties (SLD)

We offer:

- A comprehensive CPD package with daily training
- A staff team who are keen to share their expertise
- Excellent working conditions and resources
- Opportunities and challenges
- Wellbeing incentives such as Mail on Monday, Treaty Tuesday, Thankful Thursday, feel good Friday and a termly 100% Attendance award; which comes with a well-being day off.

Riverside Bridge School are delighted to be recruiting a School Business Officer. Riverside Bridge School is part of an outstanding and growing Multi Academy Trust. The school is seeking a dynamic personality to be responsible for strategic planning including financial, personnel, estate and lettings and to ensure that the school makes the best possible use of resources available.

Applicants with experience of working in the education sector are welcome to apply as are those with a business background. The ability to lead a multi-disciplinary team is essential. We believe in recruiting the very best staff to support our students. The post holder will be an active member of the Leadership Team of the school.

Key Roles and Responsibilities

- Human Resources
- Finance
- Facilities
- Outstanding organisational and communication skills
- Excellent numeracy, literacy and IT skills with proficiency in MS Office
- Ability to remain calm and to deal with people and situations in an appropriate manner
- Ability to use your own initiative to deal sensitively with a range of complex issues

Application forms and further details are available via email; please email jadb@riverside.bardaglea.org.uk and should be returned by email by the closing date below.

Closing date: Tuesday 14th May 2024

Shortlisting date: Wednesday 15th May 2024

Interview date: Monday 20th May 2024

School visits are recommended, especially if you are currently working outside of the special education sector.

Riverside Bridge School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. A criminal record check via the DBS will be undertaken for the successful candidate.

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants.