

*A community that cares about excellence,
wonder and learning for life*



Honeywell Schools Federation
HONEYWELL INFANT AND JUNIOR SCHOOLS
Honeywell Road London SW11 6EF
Tel: 020 7228 6811
www.honeywellschools.org

Head Teachers: Fiona Arnold and Jo Clarke

FEDERATION BUSINESS MANAGER

Grade: P06 Point 42 – 43

Salary: £57,495- £58,551 depending on experience

Reporting to: Head Teachers and Federation Governing Body

Permanent, full time, all year round with holiday flexibility

Flexible start date, ideally between the start before the end of August 2026

Honeywell Schools are looking for a highly qualified and skilled School Business Manager. This post is unique as it requires the successful candidate to confidently manage the finance and administration of two highly successful Foundation schools. The schools share the same site, close to Clapham Common in the London Borough of Wandsworth.

We are looking for an innovative individual who is able to think creatively and who has experience of managing teams. Experience of working in an educational environment is essential and knowledge of Arbor and Access would be highly advantageous. The successful candidate will work closely with the senior leadership teams of both schools and the and the Governing Body to ensure effective use of the schools' resources, environmental sustainability and delivery of the improvement plans.

The ideal candidate will be self motivated, organised, flexible and have good communication skills and IT skills. Our School Business Manager contributes to the strategic direction of the school through:

- Taking a lead on Finance, Personnel, Administration and Premises
- Managing Health and Safety, HR and Compliance
- Leading our Administration Team
- Supporting Governors

We have supportive governors, welcoming staff teams and quality service level agreements with the Local Authority, particularly in Finance and Human Resources. Our website will give you a flavour of the schools and how we work together. Visits are encouraged and welcomed. Please contact the school office to make a time.

Completed application forms should be returned for the attention of Ms Jo Clarke at jo.clarke@honeywell.wandsworth.sch.uk labelled FBM Application.

Honeywell Schools Federation are equal opportunities employers and are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Closing Date: Midday 2nd July 2026

Interviews: Week Beginning 6th July 2026