

ST MARYS CE SCHOOL

SCHOOL BUSINESS MANAGER VACANCY – 4 days a week – 28 hours Term Time Only – Hours negotiable

Salary Details - £42855 - £44862 – PRO-RATA

St Mary's is a 'Good' one-form Church of England School, located in a vibrant and diverse part of Lewisham.

We are looking for a strategic leader who will:

- Keep pupil achievement and wellbeing as their core priority
- Take overall responsibility for Financial planning/management, Human Resources, Procurement, Facilities Management, IT and Health and Safety
- Be both strategic and hands on with substantial proven success in business management
- Have excellent communication, interpersonal and leadership skills
- Embrace the values of our Church of England school

We can offer:

- A leadership position that provides an opportunity to have a key role in shaping the future of our successful school
- Creative and enthusiastic children who are eager to learn
- A commitment to your professional development
- A school that cares about the wellbeing of everyone in our school community
- Well established, supportive and experienced Leadership and staff teams
- A Leadership position, working closely with the Head Teacher, Leadership team and School Governing Body

Safeguarding Statement

St Mary's CE School is committed to promoting and safeguarding the welfare of all children and young people. The successful applicant must be willing to undergo child protection screening, including checks with employers and the Disclosure & Barring Service (DBS).

Further information

Application packs can be obtained in the following ways:

By email from snoble12.209@lgflmail.org

By visiting the LB Lewisham website at www.lewisham.gov.uk and following the link for jobs for schools

By clicking on the links below:

[Application Form](#)

[Safer Recruitment Form](#)

[Job Description](#)

[Person Specification](#)

[Equal Opportunities Statement](#)

Equal Opportunities Statement

St Mary's CE Primary School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Offers of employment are subject to a satisfactory enhanced DBS disclosure, overseas checks and receipt of satisfactory references.

Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

Visits to the school are warmly welcomed.

For further details, please contact the school on 0208 690 2613 or email our School Business Manager, Sandra Noble at: snoble12.209@lgflmail.org. To learn more about our school and our amazing children, please visit our website at:

<http://www.st-marys.lewisham.sch.uk/>

Please note that CVs will not be accepted.

References will be requested for those shortlisted prior to interview.

Closing Date: 12:00 Noon Friday 19th April 2024

Interviews: Week commencing Monday 22nd April 2024

Please send your completed application form plus your safeguarding form to

snoble12.209@lgflmail.org

Shortlisted candidates will be notified via email.

Due to the expected response, only successful candidates will be contacted.