



SCHOOL BUSINESS MANAGER

Required for

St Michael's CE Primary School

Sydenham, London, SE26 4HH

Lewisham Scale P03 - Spine Points 34-36 (£41,346 to £43,356)

Start Date: June/July 2022

We are looking for a highly motivated and enthusiastic professional to work alongside our recently appointed Headteacher and Deputy Headteacher and play a key leadership role in our warm, open and ambitious school.

We are part of a richly diverse and integrated community and are committed to the Church of England's mission to serve the whole population. Christian values are at the heart of all aspects of our school life and thus we are a school where every child and every adult is valued and included so that life can be lived in all its fullness.

In providing a safe, happy and orderly environment and with high expectations, we seek to inspire a love of learning through a broad and balanced curriculum, encouraging every child to use their gifts and God-given talents.

You will:

- Believe in and want to be part of the mission and ethos of our school, supporting our Christian distinctiveness;
- Be both strategic and hands-on with a track record of successfully managing people, change and a multi-disciplinary role either in a school or in the wider commercial field.
- Be passionate about supporting teachers and governors in the delivery of high-quality learning in a safe environment with the well-being of children as your core priority.
- Be committed, creative, commercially minded and financially astute;
- Have an amazing sense of humour

We can offer you:

- A genuine leadership role with the opportunity to substantially contribute to shaping the future of our school;
- Hardworking, caring, dedicated and friendly staff and supportive parents;
- Governors committed to support and improvement;
- A handover/transitional period with the current post holder;
- A nurturing working environment with a focus on wellbeing;
- An established, mutually supportive and helpful Business Manager Network of similar sized schools
- Good professional development and career opportunities;

- An attractive salary.

This post is full time, 35 hours per week, however, term time only plus 15 additional days during school holiday periods would also be considered. Annual holiday entitlement is 26 days rising to 34 days after completion of 10 years' service.

An application pack be downloaded from our website <http://www.stmichaels1871.org.uk/information/governors-staff.html> (scroll to bottom of page) or obtained by emailing: david.howland@stmichaels.lewisham.sch.uk.

Completed application forms should be returned by email, post or by hand to David Howland, Business Manager, St Michael's CE Primary School, Champion Road, Sydenham, London, SE26 4HH (Direct Line 020 8768 9922)

If you would like an informal discussion or visit to the school, please email or phone David Howland (as above) to make arrangements.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Enhanced DBS Check, references and other appropriate pre-employment checks.

CVs will not be accepted, the school's Application Form must be completed.

Timetable

School visits: By individual arrangement
Closing date: 09.00 Wednesday 11th May 2022
Interviews: Wednesday 18th May 2022