



St Mary's Catholic Primary

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Co-Headteachers: Mr Jonathan Sims & Ms Clare Phipps
Chief Executive: Mr David Garrido

JOB ROLE:	BUSINESS MANAGER
HOURS:	35 hrs p/w 42 weeks per annum (term time plus 3 weeks)
SALARY:	Based on Inner London P03 (£37,722 - £40,869 FTE)
ACTUAL SALARY:	£35,253 - £38,195 (a higher salary will be considered for an exceptional candidate)
REPORTS TO:	Co-Headteachers

St Mary's is a friendly and inclusive outstanding two-form entry primary academy in the Archdiocese of Southwark. We have a strong Catholic ethos with the aim of helping our children deepen their faith and grow in the love of God. As part of the South East London Catholic Academy Trust (SELCAT), we have a shared goal of providing outstanding Catholic education for the children in our care.

We are looking to recruit an enthusiastic and motivated Business Manager who will play an integral role in the school's Senior Leadership Team. The successful candidate will be responsible for a diverse range of activities including financial planning/management, HR, procurement, facilities management and Health and Safety. You will also have management responsibility for administrative and premises staff.

You will be working within a Multi Academy Trust and as SELCAT continues to grow, there will be opportunities for the right candidate to play a pivotal role across the Trust.

Although experience of working within an education setting is desirable, we are looking to recruit someone with general business management experience. Full training will be given to the successful applicant.

We are looking for someone who can demonstrate the following skills and abilities:

- The ability to establish and maintain good working relationships including stakeholder engagement.
- A flexible approach to working.
- The ability to persuade, motivate, negotiate and influence.
- Excellent planning, prioritisation, time management and organisation skills.
- Be committed to the aims and ethos of the School and our Trust

If you are ready for the challenge then we would love to hear from you. Visits to the school are welcome and can be arranged by calling Jonathan Sims on 020 8850 7835, or by email at headteachers@stmary-rc.greenwich.sch.uk

Closing date for applications: Monday 24th January 12 noon.
Interviews: Week Commencing: Monday 31st January

SELCAT is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure & Barring Service. Please take the time to read the safeguarding policy on our website.



St Mary's Catholic Primary School is part of South East London Catholic Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 13260387. The registered office is at Mary Magdalen House, Howson Road, London SE4 2BB.