

20 April 2022

School Business Manager Vacancy at St Joseph's Federation

The Federation of St Joseph's Catholic Junior, Infant and Nursery Schools ("St Joseph's") is seeking a talented full-time School Business Manager (SBM), to provide financial, operational and strategic leadership, as the school enters an exciting phase of new investment, growth and educational success.

About St Joseph's

In its 150th year, St Joseph's is one of the most sought-after primary schools in South London, serving the vibrant and diverse communities of Crystal Palace, Norwood and Dulwich. Crystal Palace, where the school is located, was recently named the 'Best Place to Live in London for 2022' by the Sunday Times.

The Junior school was judged 'Outstanding' by OFSTED in 2018, and the Infant school 'Good' in 2019.

Pupils benefit from the school's well-maintained facilities and extensive grounds; the latter includes fruit, vegetable, and forest school areas as well as a thriving apiary that produces our school-branded honey.

The school has a strong focus on literacy, numeracy, music, physical education and digital learning. We are in the top 1% of schools nationally in terms of devices to pupils and we use the latest technology to increase student and parent engagement, reduce administrative workload for staff and ensure that every child has the opportunity to experience the benefits of the digital workplace.

Our pupils go on to leading state (including grammar) and independent secondary schools in London (and beyond) and grow up to be responsible, empathetic and kind global citizens.

Our staff are dedicated and innovative with genuine pride in our School; we consciously invest in staff wellbeing and support staff with professional development opportunities in and out of the classroom.

St Joseph's is proud to be a voluntary-aided school in the Archdiocese of Southwark, maintained by the London Borough of Croydon and with strong links to local secondary (state and independent) schools.

About the role

St Joseph's SBM is a key part of the Leadership team and is responsible for all non-teaching aspects of the school, including finance, premises, catering, cleaning, marketing, website, health & safety, GDPR, HR, legal, IT, lettings, holiday camps as well as the school's Charitable Foundation and supporting the school PTA.

The SBM works closely with the Headteacher but has considerable autonomy and is incentivised to drive positive change for the benefit of our pupils, ably assisted by a loyal and experienced team of direct reports, as well as a knowledgeable and supportive Governing Body.

The salary on offer is very competitive given the seniority and significance of the role: Outer London NJC Grade 16 (SCP 46 -48), FTE of £51,837 - £53,928, subject to negotiation based on experience and qualifications.

This is a full-time (36 hours a week), 52 weeks a year post and the successful candidate will be enrolled in the Local Government Pension Scheme (LGPS), which is one of the most generous, defined benefit schemes still available (more details are available in the candidate information pack).



Infants & Nursery

Crown Dale, London SE19 3NX

020 8670 2385

office@st-josephs-inf.croydon.sch.uk

Juniors

Woodend, London SE19 3NU

020 8653 7195

office@st-josephs-jun.croydon.sch.uk

About you

This is a fulfilling role that rewards shrewd financial acumen, meticulous attention to detail, a 'hands-on' and 'can-do' approach and a moral commitment to delivering the highest quality education to the children in the school's care, with the resources you have.

You will be fair, calm, diplomatic and genuinely empathetic, as well as possess a well-developed sense of humour to cope effortlessly with the unpredictability of a typical day in a school.

While experience in a school setting would be helpful, it is not a pre-requisite for this role. However, knowledge of the regulatory and financial context of Maintained schools, as well as Academies and the academisation process (whether into Single Academies or Multi-Academy Trusts), especially the due diligence process, would be a distinct advantage.

Above all, we are looking for evidence of strategic thinking and demonstrable success in leading multi-disciplinary teams (e.g. finance, IT / premises / capital projects and HR / people management) in a professional environment. At the same time, we would be interested in your projects which were not so successful, and to hear from you what you learned from those experiences.

A professional qualification in accounting or school business management (e.g. Level 4 Diploma in School Business Management) would be helpful but the school would support the right candidate to work towards a similar accreditation. Similarly, a degree-level or equivalent education, particularly in accounting, finance, law, marketing or management would be highly desirable but not essential.

Application Process

Interested candidates are invited to contact the current SBM, Mr Dave Navarro, in the first instance, to arrange a confidential discussion and to have a private tour of the School.

To then formally apply, candidates should email Mr Navarro, via sbm@st-josephs-jun.croydon.sch.uk :

- A completed CES application form (available to download from the School website)
- A covering letter of no more than 2 pages, addressed to Mrs Leonore Fernandes, Headteacher. The letter should explain your reasons for applying and outline your suitability for the role

To ensure consistency of information between candidates, we do not accept CV's. All information must be on the application form.

The process is as follows:

- **The closing date for applications is 5:00 p.m. on Sunday, 8 May 2022.**
- Short-listed candidates will be contacted on **9 May 2022**; they will be provided with one of their assessment tasks, which is a formal presentation to the interview panel, and forms part of the formal interview process
- Interviews will take place at the School on **Friday 13th May 2022**
- The ideal start date for the successful candidate would be **early July 2022**



Infants & Nursery

Crown Dale, London SE19 3NX
020 8670 2385
office@st-josephs-inf.croydon.sch.uk

Juniors

Woodend, London SE19 3NU
020 8653 7195
office@st-josephs-jun.croydon.sch.uk

Notes to candidates

St Joseph's is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical report.

The School reserves the right to interview and appoint early or amend this vacancy at any time, so if you are interested, please apply as early as you can.

Further details including the candidate information pack and the application form are on the school website: <https://www.stjosephsfederation.co.uk/about-us/vacancies/>

**Infants & Nursery**

Crown Dale, London SE19 3NX
020 8670 2385
office@st-josephs-inf.croydon.sch.uk

Juniors

Woodend, London SE19 3NU
020 8653 7195
office@st-josephs-jun.croydon.sch.uk