

St Charles and St Mary's Federation of Schools

St Charles Catholic Primary School

Telephone: 0208 969 5566

E-mail: info@st-charles.rbkc.sch.uk

Website: www.st-charles.rbkc.sch.uk



St Mary's Catholic Primary School

Telephone: 0208 969 0321

E-mail: info@st-marys.rbkc.sch.uk

Website: www.st-marys.rbkc.sch.uk

School Business Manager Vacancy

St. Charles and St Mary's Catholic Primary Schools Federation is made up of two vibrant, happy and diverse schools, located in North Kensington, with easy access to Ladbroke Grove tube station, Portobello Road and Notting Hill. We are passionate about the education of our children, focused on excellent outcomes and opportunities.

The Governors are seeking to appoint an experienced SBM who has outstanding interpersonal and organisational skills as well as the flexibility to adapt to the challenges of the school day and of working across two schools.

The ideal candidate will have and should:

- demonstrate good experience and knowledge of finance (and ideally school finance) and be able to provide support in all matters relating to finance
- have experience of working in a busy office and dealing with the public (particularly children and parents), effective communication skills and expertise in using programmes including spreadsheet and word processing software
- have experience of education management information systems such as Arbor and other software (MS Excel, MS Word, MS Outlook) It would be an advantage to have experience of working in a school. We are looking for a self-motivated individual with an eye for detail.

The school will offer the successful candidate:

- A welcoming, supportive, friendly and vibrant establishments.
- A dedicated, hardworking and friendly staff team, continuous professional development and the opportunity to develop your career.
- An engaged, supportive and effective Governing Body.
- 3 days a week.
- Term time, 39 weeks, plus one week.
- Working hours are 9.00am to 5.00pm with half an hour for lunch
- There may be opportunities to work some additional, ad hoc, hours and some opportunities for working remotely.
- Salary: scale P07, pt 46, (on the inner London APT&C pay scale), depending on experience and skills set. Full-time equivalent pay is £59,772 per annum. Actual pro rata salary £34,196.48 per annum.
- Start date – **Monday 5th January 2026.**

If you would like to visit to the school and find out more about the role please contact Hania Koumi (Hania.koumi@st-charles.rbkc.sch.uk), tel. 0208 969 5566.

St. Charles and St Mary's Catholic Primary Schools Federation have a diverse workforce and we welcome applications for individuals from all backgrounds.

Application packs, including job description, are available from the school office or on-line at

<https://www.catholiceducation.org.uk/recruitment-process/item/1000042-model-application-forms>

or <http://www.st-charles.rbkc.sch.uk/job-vacancies-at-st-charles-school/> (support staff application form).

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education Legislation.

Completed application forms must be signed and returned ***by midday on Friday 21st November 2025*** and include copies of certificates for at least two A levels grades A* to C and a minimum of English and Maths at GCSE, grade A* to C or 4-9. Financial qualifications are desirable, for example AAT. Thank you for your interest in working at our Federation.

If you are shortlisted for an interview, this will be held on the **Thursday 27th November 2025**.