

St Saviour's CofE Primary & St Paul with St Luke Federation



St. Paul with St. Luke
& St. Saviour's
CoE Primary School Federation

School Business Manager at St Saviour's CofE Primary School Salary subject to experience Required ASAP

How to apply:

Online application pack is available on the school's website
To discuss the post or organise a visit contact Tomas Hall or
Tom Dunford-Crozier:

- 020 7987 4624

or sbm@st-saviours.towerhamlets.sch.uk

**35 hours per week
Term time only + two weeks**

We're looking for an experienced and exceptional professional to join our dedicated staff. St Saviour's is successful, ambitious and forward-thinking school. We are proud of our partnerships with other schools in the borough, and work closely with our sister school, St Paul with S Luke CofE Primary School St John of Jerusalem Primary School.

You will:

- Support the ethos and values of the school
- have extensive of office procedures and resources management
- experience no less than 5 years working in a school office is *essential*
- experience being part of the senior leadership team
- be organised and efficient, with attention to detail
- have excellent interpersonal skills
- experience managing office and premises staff in a school setting is essential
- be committed to high standards and improving achievement for all
- be dedicated to providing a highly efficient support service to enable high quality teaching for all our children
- be warm welcoming and professional to our supportive parents, governors, staff and the wider educational community

For an application form please visit the school's website.

Closing date: Monday 2nd June at 12PM

Interviews: Week commencing 9th June 2025

Please note only shortlisted candidates will be contacted

Our school is committed to safeguarding and promoting the welfare of children and young people. Appointments would be subject to an enhanced DBS check.