



St Paul's CE Primary School
Worlidge Street,
Hammersmith W6 9BP
<https://www.stpaulsprimary.org/>
Headteacher: Siobhan Johnston

“I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life.” (John 8:12)

PART TIME SCHOOL BUSINESS MANAGER

Salary Range: Grade G-H (scale points 36-40 NJC pay spine) equivalent to £14,955 –

£16,278 per annum pro rata (£45,718 - £49,764 FTE) dependent on experience

Hours: 15 hours a week, term time only, plus two weeks in the holidays

Starting on 1st September 2026

This is a permanent post subject to a successful probationary period

We are looking to recruit a School Business Manager to join our school. This role is for an experienced administration officer or SBM who wants to work part time or combine the role with their current school. We are looking for someone who:

- Wants to ensure St Paul's is on firm financial footing
- Can achieve the highest standards in Finance, procurement and HR
- Is organised, efficient and takes a creative approach
- Is seeking a role where they can make a real difference to the development and operation of our school

St Paul's is a one form entry Church of England primary school situated close to Hammersmith tube and the River Thames. We are a welcoming and diverse primary school, where we hold the belief that every child should grow, flourish, develop and share their strengths, talents and gifts. Our Christian ethos, inspired by Jesus' declaration: *'I am the light of the world'* influences us to develop as a school community together and encourages us to be the best we can be, while establishing positive and nurturing relationships within our wider community.

Our ethos is fundamental to what we do each and everyday; this is seen in the way we live together, our promotion of compassion and respect for each other, the development of a strong sense of justice and in expectation that every child and adult will be *'a light'* in our school family, their home, our community and in the wider world. We want our children to grow into respectful, confident and happy young adults, who thrive in healthy and positive relationships.

We invite applications for the role of school business manager. We wish to appoint a committed person who enjoys working in a busy office environment. You will join and work alongside our established leadership and administration teams and build upon our successes.

You will receive excellent professional development and be part of a supportive, dedicated team. You can find out more about our schools from our website <https://www.stpaulsprimary.org/>

Please contact our school office (enquires@stpaulscelelbhf.sch.uk or telephone 0208 748 4951) to learn more about the post available and to arrange a visit to see just how fantastic our school is. Application forms can be downloaded from our website

The position requires an enhanced DBS disclosure.

Closing date: Tuesday 30th June at 9am

Shortlisting: Friday 3rd July

Interviews: Wednesday 8th July

St Paul's is fully committed to safeguarding children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced DBS disclosure and give explanations for any gaps in education or employment.

St Paul's CE Primary operates in line with the Equality Act 2010 and associated public sector equality duties to protect people from discrimination.