



St Paul's CE Primary School  
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Headteacher: Mrs S Johnston

June 2026

Dear Applicant,

## School Business Manager – St Paul's

Thank you for your interest in the position of School Business Manager at St Paul's.

Our vision at St Paul's is simple but powerful:

**"To see our children fully alive, filled with the light of Jesus, lighting the way for others."**

This vision shapes everything we do. It informs our decisions, guides our relationships, and underpins our commitment to providing the very best education and care for every child. We are a welcoming and inclusive Church school where children are encouraged to flourish academically, socially, emotionally, and spiritually.

At St Paul's, we pride ourselves on being a vibrant and ambitious school community. Our children are enthusiastic learners, our staff are dedicated and hardworking, and our families are highly supportive of the school. We place great importance on creating a nurturing environment where everyone is valued and where high expectations are balanced with compassion and understanding.

As School Business Manager, you will play a crucial role in supporting the strategic leadership of the school. You will work closely with me, the senior leadership team, governors, and external partners to ensure that our financial, operational, personnel, and administrative functions enable the school to achieve its vision and continue to thrive. We are looking for someone who is highly organised, forward-thinking, and committed to excellence, with the ability to build positive relationships across the whole school community.

The School Business Manager role is **15 hours a week, term time only plus 2 weeks in the holidays**. It is also possible for elements of the role to be undertaken from home where appropriate. In addition, the successful candidate will be required to work across both of our school sites.

During shortlisting, applications will be assessed against the person specification criteria. In your supporting statement, please ensure you clearly address these criteria. Applications will only be accepted on the fully completed LDBS application form; CVs cannot be accepted. Candidates should provide a complete employment history, explaining any gaps, and submit their applications either by email or post.

When selecting referees, please provide details of two referees — one of whom must be your current or most recent employer. Candidates should ensure referees are willing and able to provide a timely reference. References may be sought prior to interview, and their contents could be discussed during the selection process. We may also contact previous employers not listed as referees to request further information. All references will include a question about the applicant's suitability to work with children, as part of our rigorous safer recruitment procedures and safeguarding commitments.

**The closing date for applications is Tuesday 30th June at 9am. Shortlisting will take place on 3rd July. Interviews will be held on Wednesday 8th July.**

The purpose of this letter is to tell you more about our school and what makes St Paul's such a special place to work. We hope it gives you a flavour of our community, our aspirations, and the opportunities available to the successful candidate.

We are seeking an individual who shares our values, embraces our vision, and is excited by the opportunity to contribute to the continued success and development of St Paul's. If that sounds like you, we very much look forward to receiving your application.

On behalf of the governors of the school, may I thank you again for your interest in this position and I look forward to receiving your completed application.

Yours sincerely,

**Siobhan Johnston**

Headteacher  
St Paul's School

### **Safeguarding Statement**

*St Paul's is committed to ensuring the welfare and safety of all the children in our schools. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems. Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment. Our schools are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.*