



# St Giles' School

Pampisford Road  
South Croydon CR2 6DF

020 8680 2141 (School Office)  
020 8680 4810 (Medical)  
020 8680 9753 (Physiotherapy)  
020 8649 9242 (Occupational Therapy)

## Specialist School for Physical and Sensory

E-mail: [office@st-giles.croydon.sch.uk](mailto:office@st-giles.croydon.sch.uk)

Head Teacher: Mr. Stephen Hehir NPQEL, NPQH, FCC  
Deputy Head Teacher: Mrs. Kelly Whiting

Website: [www.st-gilesschool.co.uk](http://www.st-gilesschool.co.uk)  
Registered Charity Number: 312197

***'Be the best you can be'***

October 2025

Dear Applicant

Thank you for expressing an interest in the position of School Business Manager (SBM) Maternity cover at St. Giles' School. We are an all age special needs school for pupils with Physical Disabilities and Complex Medical Needs and a wide range of learning difficulties, PMLD, SLD and MLD.

We have 115 pupils whose ages range from 2 to 19 years. We have a large staff of teachers, teaching assistants, midday supervisory assistants, pupil care and support assistants, administration and site teams. We are also supported by a team of NHS nurses, Speech and Language Therapists, Physiotherapists, Occupational Therapists and counsellors.

We are a warm and friendly school with an outstanding reputation. We love having fun but are also very focused on learning and ensuring that all our children are enabled to do the best they possibly can. We work closely with our families, other professionals, and outside agencies both within Croydon and with other local authorities.

We are looking for a School Business Manager (SBM) Maternity Cover to join our supportive and effective Senior Leadership Team. If appointed you will work with us to build on our successes and our commitment to providing the best possible outcomes for our pupils. The main areas of responsibility for the SBM Maternity Cover role will be Finance and Administration, Resources (e.g., Estates, health & Safety and compliance), Human Resources, GDPR and line managing the school office and administrative staff. As the SBM you will also be responsible for providing professional leadership and management of relevant school staff to enhance their effectiveness. We would be very happy for you to visit, please contact the school to make an appointment.

This is a part time or full time Maternity cover role.

You will have experience of working with children or within in a care environment and school finance and HR systems. You will be a team player, creative, enthusiastic and willing to learn. We will support you to develop your skills with pupils with a wide range of needs. We would be very happy for you to visit, please contact the school to make an appointment.

St Giles School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Please note these posts will be subject to an enhanced Disclosure and Barring Service, pre-employment health screening and must have the right to work in the UK.

We value diversity in our workforce and positively welcome applications from all sections of the community.

Your completed application form, supporting statement which should detail your experience and suitability for the role, and a covering letter should be emailed to Mrs Margaret Booker, HR lead at [margaret.booker@st-giles.croydon.sch.uk](mailto:margaret.booker@st-giles.croydon.sch.uk).

The closing date is Friday 14<sup>th</sup> November 2025 at noon. Short listing will take place on Monday 17<sup>th</sup> November 2025. Shortlisted candidates will be invited to interview on Friday 21<sup>st</sup> November 2025. We advise all candidates to keep this date free.



Please ensure your referees are willing to write you a reference; an email contact address is most helpful. We will request references for short listed candidates before the interviews.

I look forward to receiving your application.

Yours sincerely



Stephen Hehir  
Head Teacher

