

School Business Leader

Job Title: School Business Leader

Location: St Mark's Catholic School, Hounslow

Pay Range: NJC spine points 51 – 58 (£60,402 - £68,067)

Working hours: Full time and permanent, 36 hours per week, 52 weeks per annum

We are seeking to appoint an enthusiastic, organised and highly motivated School Business Leader to join our Senior Leadership Team. The postholder will have responsibility for the strategic direction and operational planning, organisation, and management of all non-teaching aspects of the school, including administration, finance, IT, premises, and HR. St. Mark's has a reputation for outstanding student outcomes, but we are also committed to excellence in all that we do. This is an exciting opportunity to work with the Headteacher, senior leaders of the school, and DoWAT central team to develop a high performing support team that are motivated and focused on the education outcomes and strategic vision of the school and the Trust. Experience within an educational setting is not essential, but applicants must be able to demonstrate their ability to lead at a strategic and operational level.

The successful candidate will have:

- The capacity and skills to manage a complex and wide-ranging remit.
- Significant experience in financial reporting and strategic budgeting, and experience of leading and developing multi-disciplinary teams such as HR, Estates and IT.
- Good interpersonal skills and an ability to build strong relationships with students, staff, parents, and other stakeholders.
- Excellent attention to detail.
- A creative and flexible approach to problem-solving.

St. Mark's will provide you with the opportunity to:

- Work in a highly successful school, judged as 'Outstanding' by Ofsted
- Join a diverse, inclusive, and welcoming community with wonderful staff and students.
- Develop professionally and personally.
- Make a real difference to the lives of young people, particularly those in greatest need.
- Be part of a Trust (DoWAT) which provides professional services and support, together with professional networks for School Business Leaders.
- The school also offers excellent pension and annual leave, and there is free onsite parking and excellent transport links.

We are an Equal Opportunities employer, and we warmly welcome applications from all suitably qualified candidates. All applications will be considered solely on merit, and we will

be using the Person Specifications and Job Descriptions when shortlisting so please read these carefully before applying, together with the **Recruitment Pack** which provides further information about the school.

St. Mark's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory, enhanced DBS check. References will be requested prior to interview.

For further details, an application form (Support Staff) and a Recruitment Pack, please visit the vacancies page on our website www.st-marks.hounslow.sch.uk. Your supporting statement should outline your relevant skills and experience. Completed applications should be emailed to Mrs Maureen Howard, PA to the Headteacher: howardm@st-marks.hounslow.sch.uk. Please note that we are unable to accept CVs.

We encourage prospective applicants to visit the school, and this can be arranged through Mrs Howard. You may also arrange a conversation with Mrs Metcalfe, DoWAT CFO, by emailing KOgrady@DOWAT.co.uk.

Deadline for applications: Tuesday 6th June 2023

Interviews: Tuesday 13th June 2023