St. Charles Catholic Primary School

83 St. Charles Square

London W10 6EB

Tel.: 020 8969 5566

www.st-charles.rbkc.sch.uk

Email: info@st-charles.rbkc.sch.uk

Executive Head: Ann Slavin

Head of School: Tony Lynch

Asst. Head: Marily Troyano

***Business Support Coordinator***

***To start September 2023***

The Governors are seeking to appoint a Business Support Co-ordinator. This is a wonderful opportunity to enhance your career if you are aspiring to develop your expertise and range of business skills and apply your knowledge to working in a school office, with an initial contract to July 2024.

You will have a broad range of responsibilities, including (but not limited to):

* HR & Payroll:
	+ Working with the Head and Senior Leadership Team, Governors (across the Federation of St. Charles & St. Mary’s Catholic Primary Schools), Diocese & Local Authority.
	+ Maintaining SIMS Workforce and the Single Central Record.
	+ Processing Enhanced DBS certification and Section 128 checks.
	+ Recruitment, (advertising, interview schedules, etc.) adhering to safer recruitment guidelines.
	+ Preparing, submitting and liaising with payroll provider.
* Supporting the Head and Business Manager on a variety of business projects including marketing and social media.
* Overseeing the office.

Visits to the School to meet the Head, children and staff are encouraged and can be arranged by calling the School on 020 8969 5566.

* Term time plus Inset training days
* Monday to Friday.
* Hours negotiable (22.5hrs./week)
* Salary will be dependent on experience and based on the APT&C pay scale Grade E, scale SO1 point 23 – 25, approx. £17k p.a. pro-rata

Your application should demonstrate:

* Education to degree level or a minimum of two or more ‘A’ levels plus GCSEs in English and Maths, (grade A\* to C / 9 to 4). *Scanned or paper copies of your academic certificates must be included with your application.*
* Experience working in a school office is preferable.
* High level of competency using Microsoft Office products, at least a basic understanding of SIMS and generally excellent written and verbal communication skills.
* A significant interest in the education of children, raising attainment and standards by being a positive role model.
* Ability to work with and under the guidance of senior colleagues as part of a team and also independently.

To apply please complete the Catholic Education Service (CES) application form, available on-line at <https://www.st-charles.rbkc.sch.uk/job-vacancies-at-st-charles-school>

Your completed CES application form needs to be signed and returned with copy certificates **by midday** *on* ***midday on Wednesday, 14th of June 2023*.** Thank you for your interest in working at St. Charles.

*St. Charles Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post is* exempt from the Rehabilitation of Offenders Act 1974, *subject to a successful Enhanced Disclosure and Barring Service (DBS) clearance check, satisfactory employment references which may be taken up prior to interview. The post is subject to the Children (Disqualification) Regulations 2009 and as such successful candidate will be required to complete a disqualification declaration and will be required to sign a CES contract.*