



London Borough of Sutton
Sixth Form: 232
Students on roll: 1165

THE JOHN FISHER SCHOOL
PEAKS HILL, PURLEY, SURREY, CR8 3YP
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SCHOOL BUSINESS MANAGER – MATERNITY COVER (9-12 months)

Salary Scale PO3 - PO4, Points 32 - 38

Salary Range £37,722 - £43,860

Required from June 2021

“Nurturing young Catholic gentlemen. Aspiring for Academic, Cultural & Sporting Excellence”

Founded in 1929, The John Fisher School is a Catholic secondary school which currently caters for over 1,100 boys (to include over 230 in the Sixth Form). Serving the educational needs of the community of Purley and neighbouring areas, The John Fisher School identifies as a centre of learning and wellbeing.

In 2020, 28% of the school's GCSE grades were a 9-7/A*-A grade. 95% of students secured a Level 4 or above in Maths and 92% of students gained at least a Level 4 in English Language or English Literature. At A Level, 43% of grades were A*- A and 62% were A*- B.

In our previous Ofsted Section 5 inspection, both 'Behaviour & Safety' and our Sixth Form were judged 'outstanding'. In our most recent monitoring visit (January 2018) Ofsted stated that the '*...steady and reassuring approach ensures the strong commitment of staff...*' and '*the teachers are welcoming and friendly, and it creates an atmosphere where you belong...*'

We wish to appoint a School Business Manager to cover the current postholder's maternity leave for 9-12 months in the first instance. Knowledge of the financial workings of a school along with considerable experience of budget monitoring, account reconciliation and the production of a variety of financial reports are essential. Experience of SIMs, FMS software for schools would be an advantage. The hours are 36 per week, with a 52 week contract. Applications are welcome from individuals of all faiths or none, who will support the Catholic ethos of our school.

Our school:

- Does not hold unnecessary meetings
- Encourages all employees to develop professionally
- Prioritises wellbeing and provides free access to our on-site gymnasium
- Has a distributive leadership philosophy not subscribing to a top-down management approach

Application forms are available to download on our website at www.johnfisherschool.org/Career-Opportunities where you can also find further information on the school. Completed application forms should be emailed with a covering letter to Mrs H Palmer, Office Manager, at h.palmer@johnfisherschool.org by the closing date of noon on Thursday, 22nd April 2021. Interviews will be held week beginning 26th April 2021.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS will be required.