

10th July 2025



Learning God's Way

Headteacher: Mr G Lumley

01903 785416

school@stmargaretsprimary.org.uk

stmargaretsprimary.org.uk

Dear Applicant

Thank you very much for taking an interest in our **School Business Manager post**. I trust that the information given here, and the application form, will give you all that you need to process your application.

St Margaret's CE Primary School is seeking a dynamic, organised, and motivated individual to join our team in a new role as our School Business Manager. This is an exciting opportunity for a confident and proactive professional to shape and develop a brand-new role, driving effective and efficient business management across our vibrant and caring school. As a key member of our team, you will support the school's Christian ethos and values, working collaboratively to help us achieve the highest standards in all areas. If you are a team player with the vision and energy to make a lasting impact, we'd love to hear from you.

THE POST

The School Business Manager will lead on all aspects of business operations, including finance, HR, premises, compliance, and health & safety. You will support the Headteacher and Governing Body in strategic planning and ensure efficient use of resources to support school improvement and pupil outcomes.

Key Responsibilities Include:

- Strategic leadership of financial and resource management
- Budget planning, monitoring and financial reporting
- Oversight of HR, recruitment, payroll and staff compliance
- Line management of administrative and support staff
- Management of premises, health & safety, contracts, and site development
- Compliance with statutory regulations and reporting requirements
- Oversight of catering and lettings functions

A full list of key responsibilities is available in the attached job description.

What we're looking for:

- Proven experience in business or school management
- Strong financial acumen and understanding of HR processes
- Excellent organisational, communication and leadership skills
- Ability to work collaboratively with senior leaders and external stakeholders
- Knowledge of local authority procedures (e.g. WSCC) is desirable

To find out more please contact the Headteacher, Mr George Lumley – head@stmargaretsprimary.org.uk.

Applications to be sent to head@stmargaretsprimary.org.uk.

Salary Grade 9 point 25 – 28 (depending on experience)
Annual salary between £35,235 and £37,938 pro rata
32.5 hours per week – term time – plus INSET days and two weeks in the summer holidays

CLOSING DATE FOR RECEIPT OF APPLICATIONS: Friday 25th July at 12 noon

INTERVIEW DATE: Due to the summer holidays, this will be flexible and in agreement with shortlisted candidates around availability.

Start Date: We are hopeful the successful candidate can start as soon as possible.

Our school is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check, satisfactory references and health clearance.

Yours sincerely,

Mr G Lumley
Headteacher

*To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others;
to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.*

