



**An exciting opportunity for an experienced, motivated and forward-thinking business professional to join our senior leadership team and play a key role in the strategic and operational success of the school. This is an important and influential role, ideal for a skilled professional looking for genuine flexibility alongside meaningful responsibility.**

## **Advert/Salary/Dates to Note/Safer Recruitment**

### **Crowcroft Park Primary School Business Manager Vacancy**

**Salary:** £41,930 - £43,596 (Grade 10, scale point 41 – 43)

This salary represents 0.8FTE paid on an all-year-round contract (52 weeks). Alternatively a term-time (+) only contract could be negotiated (pro rata). **Working pattern:** Flexible – applicants may work **3, 4 or 5 days per week**

**Job type:** Permanent  
**Start date:** Required for September 2026  
**Visits to the school:** By request  
**Apply by:** Monday 1<sup>st</sup> June  
**Shortlisting:** Thursday 4<sup>th</sup> June  
**Interview:** Tuesday 9<sup>th</sup> June

## **School Business Manager**

**Central Manchester | Diverse, Ambitious Primary School**

**A forward-thinking, innovative and ambitious leader is required to play a pivotal role within the leadership of our vibrant, multi-cultural school community.**

We are seeking an exceptional School Business Manager who shares our moral purpose: to deliver a world-class education that levels the playing field and opens doors for children facing intersectional challenges, including English as an Additional Language, deprivation and SEND.

This is a rare opportunity for an accomplished professional to ensure that outstanding operational leadership amplifies educational excellence.

## About the Role

As School Business Manager, you will be a trusted strategic partner to the Headteacher and senior leaders, ensuring that the operational life of the school is robust, efficient and future-focused. You will lead with integrity and ambition, creating systems and structures that allow both staff and pupils to thrive.

### The Successful Candidate Will:

- **Champion our school values**, leading with *Courage* and limitless *Aspiration*, placing the needs of our unique *Community* at the heart of every decision while modelling *Ownership* of future success.
- **Lead with energy, resilience and integrity**, bringing clarity, momentum and calm to a fast-paced environment.
- **Line manage administration, premises, and breakfast/lunchtime teams**, fostering a culture of *high challenge, low threat* that drives efficiency, accountability and pride in work.
- **Proactively identify and manage risk** across all operational functions, ensuring compliance, safety and long-term sustainability.
- **Ensure operations act as a multiplier for school improvement**, enabling strong educational growth through intelligent systems and strategic planning.
- **Continuously refine procedures and policies**, always seeking smarter, more effective ways of working for the benefit of pupils, staff and families.
- **Demonstrate strong financial acumen**, with a proven understanding of budgeting, forecasting and value for money.
- Bring a **secure working knowledge of HR systems, Health & Safety, premises management and IT**, or the commitment to develop these rapidly.
- **Engage proactively in training** to deepen understanding of operational leadership within a primary school context, where required.

## What Matters Most to Us

Above all, we are seeking someone who can demonstrate:

1. **Proactivity and innovation**

A self-starter who relentlessly seeks the most effective, efficient way of doing things - designing, implementing and sustaining high-quality systems that stand the test of time.

2. **Exceptional communication**

A confident, professional communicator who understands the importance of keeping the Headteacher and senior leaders informed, anticipating needs rather than waiting to be asked.

3. **Impactful line management**

A leader who can motivate, support and challenge others - holding people to account with professionalism and humanity, and driving positive change.

## Why Join Us?

You will join a school where ambition is matched by action, where inclusion is non-negotiable, and where operational leadership is valued as a cornerstone of educational success. If you are a strategic thinker with a strong moral compass - and the drive to make a lasting difference - we would love to hear from you.

**The school is committed to safeguarding and to promoting the welfare of children and young people. We expect all adults working in or visiting the school to wholeheartedly share this commitment. Any offer of employment is subject to a range of thorough safeguarding checks including an enhanced DBS, online searches and satisfactory references. Our Safeguarding Policy is included in the recruitment pack (Section 4).**

**Recruitment packs** can be obtained from the school website

<https://www.crowcroftpark.net/>

**\*Please book your visit to the school** by email [j.francis@crowcroftpark.manchester.sch.uk](mailto:j.francis@crowcroftpark.manchester.sch.uk) or 0161 224 5914

(Please email your application to: [j.francis@crowcroftpark.manchester.sch.uk](mailto:j.francis@crowcroftpark.manchester.sch.uk) clearly stating: 'SBM Application' in the subject bar)

**CROWCROFT PARK PRIMARY SCHOOL**

