

School Business Manager

Primrose Hill Primary School

About the role

Working Pattern Full Time

Contract Permanent

Salary grade 3C SCP grade 28-31

Hours: 36 hours per week - TTO plus 5 INSET days

Required for: 1st December 2026

We invite applications from experienced business managers to join our growing school. This key leadership role provides an excellent opportunity to help build and shape the strategic direction of our school. This is a key strategic role, the successful candidate will work directly with the Headteacher and executive leadership team to help deliver the best outcomes for children and the school community.

The post holder will have

- School Business Management professional qualifications
- Proven experience working within a school environment.
- Strong leadership and people-management skills.
- Experience of managing operational and financial resources effectively.
- The ability to influence, inspire, and build positive relationships.
- A commitment to continuous improvement and excellence.

What the school offers its staff

- A thriving learning community with a positive ethos and innovative approaches
- A supportive SLT who are committed to raising standards for all pupils
- A friendly and hard working staff team
- A commitment to professional development opportunities

We encourage questions about the post and visits to the school. Please email Miss Nathalie Marshall, Deputy Headteacher at info@primrosehillprimary.co.uk

Primrose Hill primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment . This position is subject to an enhanced DBS disclosure.

Please be aware that overseas checks will be required if you have lived or worked abroad for 12 months or more, continuously or in total over the last ten years while 18 or over. Please refer to the link below for how to obtain your Certificate of Good Character

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

We will not accept candidates who require a visa sponsorship for this position.

Closing Date 15th October 2026

Interview Week beginning 19th October 2026