



Advertisement for School Business Manager to start 3/1/2027

Do you have the ability to inspire and lead business management functions of our successful school?

The Governors of St Bartholomew's C E (Aided) Primary School are looking to appoint an enthusiastic, experienced professional to provide effective financial, personnel, administrative and some facilities management.

The role involves working closely with the Governing Body as part of the Senior Leadership Team, supporting them in the strategic development of the school. This appointment will be for 28 hours a week, 42 weeks a year. (Working weeks include all term time weeks plus 3 weeks in the school holidays).

Alongside previous School Business Manager experience, the successful candidate will need the following:

- Strong organisational and ICT skills
- Excellent numerical skills and a strong financial background
- Ability to work under pressure and to prioritise workload
- Superb interpersonal skills and an ability to lead and motivate a team of staff
- Knowledge of FMS, Arbor & Tucasi software an advantage (although training can be provided)

We are looking for an individual who wishes to work as part of an enthusiastic team dedicated to making positive change for the benefit of our children, staff and parents. Our mission statement is to provide a caring learning community to enable everyone to live happy, fulfilling lives and make positive contributions to our world inspired by Jesus' promise of "life in all its fullness".

Our vision for St Bart's is to be an excellent school where outstanding practice, personalised learning, social development and spiritual growth are nurtured through a rich and dynamic curriculum which inspires every child to achieve success.

We offer:

- A strong and supportive Church of England school with positive, happy children who enjoy learning
- A dedicated, professional staff and well-resourced facilities
- A supportive Governing Body, committed to the development of all members of staff
- Opportunities to progress your career through continuous professional development

- Staff Wellbeing Scheme including access to health professionals when required
- Large staff room & friendly sociable staff team
- Free tea & coffee for all staff
- Staff Benefits through Surrey LA.
- Local Government Pension Scheme

Applications close 11.11.26 and interviews with successful candidates will be held the following week.

Safeguarding Statement:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure.