

School Business Manager

Salary: Grade 12 (FTE £43860-£47829)

5 days ago

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St Mary's CofE Primary
School Hinckley
Hinckley, Leicestershire

Description Supporting documents Employer Location

Are you looking for an exciting new opportunity? Would you like to be part of a growing school team? Do you take pride in all that you do?

OVERVIEW OF THE ROLE:

We would like to appoint a School Business Manager to contribute to the strategic management of HR, Finance, Health & Safety and Premises management across the school. Days of work are negotiable but preferably Monday (8.30am-4.00pm) Wednesday (8.30am-3pm) & Friday (8.30am-4.00pm). This post is term time plus 1 week.

Job requirements

- Level 2 qualifications in Maths and English
- Diploma in School Business Management or equivalent experience
- Experience of budget planning and financial forecasting within the context of strategic organisational planning
- Understanding of routine HR processes and procedures and the ability to understand and apply HR policy
- Experience of supervising / line managing staff
- Ability to think strategically, in order to support the long-term development of your own areas of work and to inform whole school planning

We can offer:

- Excitement and challenge in a thriving environment
- A supportive, able and highly motivated team of staff to work alongside
- An inclusive community

WHY CHOOSE US

St. Mary's Church of England Primary School is a popular school in Hinckley Town centre with strong church and community links. Our school motto is "Dream, Believe, Achieve! With God All Things Are Possible."

Potential candidates for this role are warmly invited to contact the Headteacher for an informal conversation.

Please complete the attached application form through Eteach. Applications must arrive by **Thursday 17th September 2026**. Interviews will take place on **Wednesday 23rd September 2026**.

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointments are subject to identity checks, enhanced DBS disclosure clearance, production of satisfactory references, Leicestershire County Council Health Assessment and Right to Work in the UK.

As part of the KCSIE guidelines, an online search will be carried out as part of our due diligence on the shortlisted candidates.

To apply for this job, please apply on the e-teach website.

If you would like a paper application form, please email office@stmarys.leics.sch.uk