
Post Title: School Business Manager & Chief Financial Officer

Post Location: Burstled Wood Primary School, Swanbridge Road, Bexleyheath, DA7 5BS

Position Status: Permanent

Contractual Hours: Notional 36 hours per week. This is a management role, and additional hours may be needed

Contractual Weeks: 52 per year

Salary: Minimum BEX18 / Maximum BEX20 – negotiable depending on experience and role coverage

Post Start Date: Ideally 5th October 2026 or earlier but negotiable

Closing Date: Friday 11th September 2026

The Trust reserves the right to interview candidates prior to the closing date

Burstled Wood Primary School

We are a thriving, larger than average Primary School Academy situated in the London Borough of Bexley.

In addition to our recent Ofsted Inspection, We have received many recent awards including our status as an IQM (Inclusion Quality Mark) Flagship School, as a UNICEF Rights Respecting School and have also secured an Eco-Schools Green Flag. All staff in the school share the vision of an inclusive curriculum and are involved in realising it in day-to-day practice. We have a fantastic and supportive team of staff who put our pupils at the heart of everything that we do. Our school is secure in its systems and processes and has been externally verified as such. We are looking for someone with the drive, commitment and determination to continue high standards which is shared by the leadership team at Burstled Wood Primary School.

For further information about the school, please visit: <https://www.burstledwoodprimary.org.uk/>

Job Vacancy

The Principal and Trust Board invite applications to this crucial role in the senior team to be an integral part in the next stages of our vision. Further details about this vacancy, including the Job Description and Person Specification, are found below and are available to download from the website. Alternatively, if you wish to discuss the post further, please contact us on 020 304 9960 or HR@burstledwood.school

Your Application

To apply for this vacancy please download and complete the application form paying particular attention to Section 4 of the form; to indicate how you satisfy the criteria set out in the Person Specification. Applications should be submitted via email to HR@burstledwood.school Alternatively, paper applications should be sent to Burstled Wood Primary School, Swanbridge Road, Bexleyheath, DA7 5BS. CVs will not be accepted. The closing date for applications is as stated above.

References will be requested for applicants shortlisted for interview only and prior to interview. Only those shortlisted for interview will be contacted.

An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks, in line with the requirements of [Keeping Children Safe in Education 2025](#) (2026 updates pending) will be completed following a provisional offer of appointment.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. Burstled Wood Primary School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Burstled Wood Primary School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

Should you wish to visit the school or speak with the Principal or Chair of Trustees ahead of application, please email HR@burstledwood.school