

School Business Manager



Advert

Dear Applicant,

Thank you for taking the time to download this application pack and for your interest in the School Business Manager position at Barlby Bridge School. We are seeking a highly motivated and dedicated individual to join our Senior Leadership Team, someone who can consistently demonstrate our CARE values in all aspects of their work.

This is an exciting opportunity for a skilled and forward-thinking professional who shares our commitment to high standards in education and who is keen to play a key role in the ongoing development of our school. As a school, we continuously strive to improve outcomes for our pupils, offer exceptional pastoral care, and provide enriching experiences that support children to grow into confident, well-rounded individuals.

We are looking for someone who will help us deliver on this vision whilst navigating the operational and financial challenges facing the education sector. The successful candidate will play a crucial part in managing our finances, overseeing the school site, and leading a range of support staff.

About Barlby Bridge School

Barlby Bridge is a truly special place to learn and work. Our pupils are proud to belong, and we are proud to serve them. As a community-focused school, we value every individual who is part of the Barlby Bridge family.

Our dedicated and experienced staff team is committed to delivering the highest standards of teaching and learning, ensuring that all pupils make excellent progress as they move through the school.

School Visits

We warmly encourage prospective applicants to visit the school to find out more about the role and our school community. As the school is currently closed for the summer holidays, please contact the Headteacher directly to arrange a visit:

Email: lpatt@barlbybridge.n-yorks.sch.uk

Available visit dates:

- **Friday 1st August 2025**
- **Monday 18th August 2025**

Key Dates

- **Application Deadline:** 9:00 am, Friday 29th August 2025
- **Shortlisting:** Monday 1st September 2025
- **Interviews:** Friday 5th September 2025

We hope the information provided inspires you to apply for this exciting leadership opportunity. On behalf of the staff and Governing Body, thank you once again for your interest in joining the team at Barlby Bridge School.

Warm regards,

Mr Liam Platt

Headteacher

Post Title: School Business Manager

Grade: Grade JK

Actual Salary: £25,586.13 – £28,678.43

Full-Time Equivalent (FTE): £37,035.00 – £41,511.00 (*pay award pending*)

Responsible to: Headteacher

Staff Managed: Admin Team, Kitchen Team, Midday Supervisors

Job Family: 3

Working Hours

This is a part-time position, working **7 hours per day** from **8:30 am to 4:30 pm**, with a **one-hour unpaid lunch break**. The role is for **four days per week: Monday, Tuesday, Wednesday, and Friday**.

The working pattern is **41 weeks per year**, which includes:

- **Term time**
- **Teacher training days**
- **Two additional weeks** during school closure periods

Please note: The exact working days and hours are negotiable for the right candidate.

North Yorkshire Council (NYC) are committed to directly recruiting staff and will not accept applications nor services from agency suppliers in respect of our vacancies.

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We expect all staff and volunteers to share this commitment.

NYC advertise vacancies on behalf of schools and external organisations (third parties) in North Yorkshire. NYC are not responsible for the recruitment/employment practices of third parties and accept no liability in relation to the vacancy and any subsequent recruitment/employment processes. Third parties are not required to follow NYC policies including the 'Positive About Disabilities- Two Ticks' Scheme. Enquiries regarding the vacancy or practices should be made directly with the third party.