



BIRCH COPSE PRIMARY SCHOOL

Wittenham Avenue,
Tilehurst,
Reading
RG31 5LN

Tel: 0118 942 7442

e-mail: office@birchcopse.co.uk
www.birchcopse.co.uk

Headteacher: Mr J Micklewhite

“Together we plant the seeds for success”

Role	School Business Manager
Salary Details	Commensurate with hours, role and responsibilities
Contract Type	Permanent
Working Pattern	Flexible
Hours	Flexible
Location	Birch Copse Primary School
Start Date	January 2026 or earlier
Vacancy Closing Date	Monday 10th November 2025
Interviews To Be Held	By arrangement

Join Our Outstanding School Community

Birch Copse Primary School is a happy, thriving and Outstanding school with a strong sense of family and a staff team who go above and beyond for our children and each other.

We are looking to appoint new support to lead and manage the school’s business and operational functions. At this stage, we are keeping an open mind about how the role might be shaped — we may appoint one person to take on the full School Business Manager position, or we may consider splitting responsibilities across two or three roles to suit the skills and availability of the successful candidate(s).

If you have experience in any of the following areas, we would love to hear from you:

- School business or operations management
- Finance and budgeting
- HR, payroll and administration
- Premises and facilities management
- Health and safety compliance

Hours are flexible, and salary will reflect the agreed scope of the role and responsibilities.

About You

We are seeking applicants who:

- Are highly organised and professional
- Have experience in school business management or related areas such as finance, HR, or premises management

- Ideally have experience working in a school environment
- Communicate clearly and work well with others
- Share our school values of kindness, respect, perseverance and doing our best every day

What We Offer

- A welcoming, supportive and collaborative school community
- A talented and dedicated staff team
- Flexibility to shape a role that fits both the needs of the school and the right person
- The chance to make a genuine difference in a wonderful school

How to Apply

For further information or to apply, please visit our website:

<https://www.birchcopse.co.uk/vacancies>.

If you require more information or are interested in discussing this opportunity, please contact Mr Micklewhite at headteacher@birchcopse.co.uk for an informal conversation.

Visits to the school are welcomed.

Birch Copse 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. The successful candidate(s) will be subject to an enhanced DBS check.