



COSTON PRIMARY SCHOOL

"Coston is an inclusive and safe learning community that inspires us to achieve standards of excellence in all we think, say and do."

School Business Manager starting July 2026

Grade 11, 8 am to 4 pm Monday to Friday, 35 hours per week, 40 weeks per year (one week during school holidays). Salary £49,197 to £51,279 FTE

The Headteacher and Governing Body of Coston Primary School wish to appoint a School Business Manager to start in July 2026. We are looking for an experienced professional, who has a self-driven approach to problem solving and high-level communication, literacy and numeracy skills. This is a fantastic opportunity for someone with enthusiasm and drive to join the team at Coston Primary School.

The successful post holder will work alongside committed colleagues in the school to provide strategic leadership and management at school level regarding all aspects of finance, administration, HR, and operational support.

Relevant experience of working with schools' financial management would be beneficial, although not essential.

Come and be a part of our aspirational and inclusive learning community and help to maximise the development of each and every child. At Coston Primary School we want our children to become respectful, resilient and responsible learners in a safe, nurturing and inclusive environment, where a strong sense of belonging and identity in the school and the wider community is valued. Our last Ofsted inspection in November 2024 graded the school as Good, and our intention is to become the 'school of choice in Greenford' and Outstanding by the time of our next inspection.

We are looking for someone who:

- Has the appropriate qualifications and experience
- Has excellent organisational, analytical, and problem-solving skills
- Has effective interpersonal skills and ability to work as part of - and manage a team
- Has high standards and expectations in all aspects of school life
- Has excellent communications skills and experience of working with families and the wider multi-disciplinary team
- Is innovative in using new technology to enhance efficiency and communication

We can offer:

- ❖ A friendly welcoming school community
- ❖ Children with great attitudes who are eager to learn
- ❖ Children with very good behaviour
- ❖ A supportive Strategic Management Team and Governing Body
- ❖ A dedicated, hard-working and supportive staff team

❖ Excellent opportunities for professional development

Visits to the school are encouraged – please contact the school office on 020 8578 1515 to arrange an appointment. All completed applications should be emailed to the office - admin@coston.ealing.sch.uk

Coston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

CLOSING DATE: 9am 11th March 2026 The school reserves the right to change these dates and to close the vacancy at any time so early application is advised

INTERVIEWS: Monday, 16th March 2026