



# Featherstone Primary and Nursery School

## School Business Manager

### Job details

Salary £56,787 - £58,833

Contract type Term-time (+ 10 days)

Contract term Permanent / Full-time or part-time

Closing date 1st 2025 October 2025

Job starts 5<sup>th</sup> January 2026

Due to the retirement of the current postholder, we are looking for a School Business Manager to join our happy and successful team from January 2026.

### **We can offer:**

- A positive and caring ethos and working environment with flexible working arrangements.
- A school which promotes staff wellbeing, mental health and a healthy work-life balance.
- A committed, friendly, welcoming and supportive staff team.
- Excellent support from the headteacher and governing body.
- High quality and bespoke professional and career development opportunities.

### **We are looking for a school business manager who is:**

- A highly effective communicator, leader and manager.
- A successful, highly skilled, qualified and experienced professional.
- A dedicated, caring person who wants to be part of a happy, successful team.

We are dedicated to ensuring the safety and well-being of all children and young people and expect everyone working or volunteering at the school to share this commitment. The successful applicant will be subject to a rigorous safer recruitment process, which includes, but is not limited to: an enhanced DBS check; satisfactory references; proof of identity and qualifications; online and social media checks; and other pre-employment screenings.

Before completing the application form, candidates should read the job description and person specification. Visits to the school before applying are warmly welcomed and strongly encouraged. Our headteacher would be happy to meet candidates and/or discuss any aspects of the role. Please contact Sylvia Procter who will be happy to arrange a mutually convenient time.

Closing date: 9am on 1<sup>st</sup> October 2025

Interviews: w/c 13<sup>th</sup> October 2025

T: **0208 571 4977**

E: [sprocter@featherstoneprimary.co.uk](mailto:sprocter@featherstoneprimary.co.uk)

W: <http://www.featherstoneprimary.co.uk>

