



**School Business Manager (SBM)**  
**Glen Hills Primary School**  
**Part of Symphony Learning Trust**  
**Grade 11**  
**30 to 37 hours per week - negotiable**



**Do you have a passion to work in education and make a difference, working in a fast-paced environment where no two days are the same? Our SBMs play an important part in making sure our schools operate efficiently and are highly valued members of the team.**

**SBMs have multiple areas of responsibility, and the key focus for Glen Hills is Finances & Budgets, including HR and Estates.**

**We care about your wellbeing, offer flexibility, training and development and you will be supported by other SBMs in the Trust.**

**If you are Highly Organised, Efficient, Detail Orientated, Proactive and Reliable with excellent Communication Skills, this is the role for you.**

Glen Hills Primary School is in Glen Parva, Leicester and has 473 pupils on roll.

<b>Job Title:</b>	School Business Manager
<b>Pay:</b>	Grade 11 - £31,378 starting salary based on 30 hpw (£20.05 per hour) - pay award pending
<b>Hours:</b>	30 to 37 hours per week – flexible to meet the needs of the role 52 weeks per year – 27 days annual leave entitlement Permanent contract
<b>Responsible to:</b>	Headteacher, Chair of Governors, CFO
<b>Responsible for:</b>	Admin Staff, Premises Team, Midday Support
<b>Key Relationships/ Liaison with:</b>	Senior Leadership Team, Teaching Staff, Classroom Support Staff, Other Support/Premises Staff, Governors and Central Trust Team
<p><b>About the Role:</b></p> <p>As a member of the school's senior leadership team, you will be responsible for the development, implementation and management of a comprehensive range of support services throughout the school, the key focus is Finances and Budgets and includes HR, administration, IT, resources and reprographics, premises, cleaning, building maintenance, security and lettings; ensuring all procedures are carried out effectively and efficiently.</p> <p><b>Why do Schools need Business Managers (SBM):</b></p> <p>The SBM is the direct line manager for all the non-teaching support staff and services within the school, and it is their role to ensure all non-teaching activities operate efficiently. They support teaching/management staff in their responsibilities to enable pupils to reach their potential by providing a safe, well-resourced environment.</p>	

### **No Experience in School Business Management?**

Applicants need to have a well-rounded background experience in business operations and be particularly strong in financial management. You will work alongside our team of Business Managers from other schools in the Trust. The team work closely together to share best practice and offer advice.

### **Who We're Looking For:**

- A minimum NVQ level 4, CSBM or equivalent qualification with relevant experience of financial administration and budget management
- Excellent IT, numeracy and literacy skills with a high attention to detail and level of accuracy,
- Have excellent communication, organisation and interpersonal skills,
- Be proactive, approachable and motivated with a creative, flexible approach to solving problems,
- Be an effective communicator and have a calm, confidential professional manner and appearance,
- Be experienced and skilled in financial management and able to use IT systems and packages confidently and competently,
- Be able to work independently under pressure in a busy environment whilst retaining a sense of humour and an ability to keep things in perspective,
- Candidates with experience of SIMS and/or SIMS Finance would be an advantage.

For more details, please see the Job Description and Person Specification.

**Start Date: ASAP and to be agreed**

**Closing date: Monday 30<sup>th</sup> June 2025 @ 9am**

Shortlisted candidates will be invited to an interview on **3<sup>rd</sup> July 2025**

Apply online via Eteach: <https://www.eteach.com/job/school-business-manager-1493919>

**Your application should consist of an application form and a letter (of no more than 2 sides of A4), detailing your suitability for the role**

**Symphony Learning Trust is committed to safeguarding and promoting the welfare of children and young people. Enhanced DBS disclosure and other employment checks will take place. References will be requested immediately for short listed candidates.**

**The Trust will provide relevant training and support for suitable candidates looking for a change of career.**

To find out more, please visit our trust and school websites:

[www.symphonylearningtrust.co.uk](http://www.symphonylearningtrust.co.uk)

[www.glenhillprimary.co.uk](http://www.glenhillprimary.co.uk)