



Grange Primary School
Webb Street, London, SE1 4RP

Email : office@grange.southwark.sch.uk
Website : www.grange.southwark.sch.uk



School Business Manager

Required for December 2026

Grade: 10 SCP Range 31 – 38

Salary: £45,852 - £53,390 p.a.

Full time, all year round

Grange Primary School is a vibrant inclusive primary school in Bermondsey, South East London. This is your opportunity to join a body of exceptional staff who are passionate about learning and developing a school where all children love to learn. We believe that children should play an active role in their own learning and develop the knowledge and skills needed to succeed and contribute positively to society. Grange is an exciting place to work. We empower staff to find their talents and creativity. We believe strongly in developing the full potential of all staff.

We are seeking an experienced, proactive and highly organised School Business Manager to play a key strategic role in the effective leadership and smooth day-to-day running of our school. This is an excellent opportunity for a confident professional with strong financial, operational and people-management skills to make a meaningful contribution to a thriving school community.

About the role

Working closely with the Headteacher and senior leadership team, the School Business Manager will lead and manage a broad range of business functions, including finance, premises, health and safety, administration, procurement and support services. The successful candidate will help ensure that resources are used efficiently and that operational systems support high standards of teaching, learning and wellbeing.

Key responsibilities

- Lead the school's financial management processes, including budget planning and setting, monitoring, reporting and compliance.
- Manage administrative, premises and support service functions to ensure the school operates efficiently and effectively.
- Provide strategic business advice to the Headteacher, senior leaders and governors.
- Oversee procurement, contracts and value-for-money arrangements in line with school policies and statutory requirements.
- Support robust health and safety, risk management and safeguarding-related operational procedures.
- Line manage relevant support staff, promoting high standards, collaboration and continuous improvement.

About you

You will be a skilled and resourceful business professional with excellent judgement, attention to detail and the ability to manage competing priorities. You will bring strong

Belong

Believe

Achieve

communication skills, a collaborative approach and the confidence to work with colleagues, governors, external partners and the wider school community. Experience in a school, education or public-sector setting would be advantageous, along with a sound understanding of financial management, governance, compliance and operational leadership.

What we offer

- A varied and rewarding leadership role at the heart of the school.
- The opportunity to contribute to strategic planning and continuous improvement.
- A friendly, supportive and committed staff team.
- Professional development opportunities appropriate to the role.
- A positive working environment focused on pupils, staff and community success.

How to apply

To apply, please complete the schools own application form as set out in the recruitment information pack. Candidates are encouraged to demonstrate clearly how their skills, experience and values meet the requirements of the role.

To arrange a visit, which we highly encourage, please contact the current school business manager, Kim Edwards at office@grange.southwark.sch.uk.

Application by email ONLY using the schools own application form, CV's will not be considered.

Closing date: Thursday 1st October, 2026

Shortlisting: Friday 2nd October, 2026

Interview dates: 6th and or 7th October 2026

Grange Primary School is fully committed to safeguarding and promoting the welfare of children and young people. We are exempt from the Rehabilitation of Offenders Act 1974. Therefore, the successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS) as well as qualifications and reference checks.