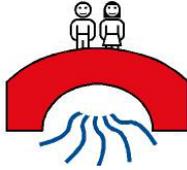


**Loddon
Primary School**



LODDON PRIMARY SCHOOL

Silverdale Rd,

Earley,

Reading RG6 7LR

0118 9261449

Email: secretary@loddon.wokingham.sch.uk

Headteacher: Mrs S. Phillips

School Business Manager Grade 7

£35,235- £38,626

Salary dependent on experience

(Term time plus INSET days)

We are seeking to appoint a highly skilled and professional School Business Manager.

As our School Business Manager, you will oversee and lead the strategic direction and day-to-day management of finance and additional non-teaching operations across the school. Working closely with the headteacher, and as an affiliated member of the senior leadership team, you will hold a key role in ensuring that our school runs smoothly and sustainably, supporting the best outcomes for our pupils and staff.

You will be extremely well supported by our dedicated finance assistant and administration/site team.

The successful candidate will be a confident manager who can function well as part of a team, will have excellent communication and interpersonal skills, a positive and cheerful attitude, will be highly organised and able to work under pressure in order to meet deadlines.

Experience, qualifications or training in school business management or finance would be desirable.

This post is 37 hours a week however; Loddon Primary School supports flexible working and therefore would consider applicants who are seeking a job share, part time or hybrid working.

Visits to the school are welcome, and can be arranged outside of office/school hours if required, please contact Head teacher's PA on telephone 0118 9261449 or via secretary@loddon.wokingham.sch.uk.

Closing date: 9th July 2025

Interviews: Tuesday 22nd July 2025

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.