Meridian Primary School
Old Woolwich Road, Greenwich,
London, SE10 9NY
Tel: 020 8858 3572

Federation of Meridian Primary School and Robert Owen Nursery School

Executive Headteacher: Jo Graham

Robert Owen Nursery School
43 Commerell Street, Greenwich,
London, SE10 0EA
Telephone: 020 8858 0529

School Business Manager (Dual-Site)

Contract: Permanent, Full-Time (35 hours per week Monday to Friday), All Year Round
Salary: PO6 Spine point 40 - 43 (£56,058 to £59,298 dependent on experience and qualifications)
Start Date: As soon as possible, subject to notice period and pre-employment checks
Closing Date: Wednesday 2nd December at 9am.
Interviews: Friday 11th December and Monday 14th December 2026

We are seeking an exceptional, strategic, and dynamic School Business Manager to lead on the operational, financial, and administrative areas of two vibrant schools located in the heart of historic Greenwich.

This is an exciting opportunity, operating across two closely situated sites: Meridian Primary School and Robert Owen Nursery School. You will work directly alongside the Executive Headteacher and Senior Leadership Teams (SLT). You will play a pivotal role in driving operational efficiency, maximizing shared resources across both schools, and ensuring our financial and physical environments enable our children and staff to thrive.

Key Responsibilities will include:

- Financial management & strategy
- HR & personnel administration
- Premises & health and safety
- Operations, IT & catering
- Governance & compliance

What we are looking for:

- Proven experience in financial management, budgeting, and operational leadership (ideally within an educational setting, public sector, or multi-site organisation)
- Hold a recognised School Business Management qualification (e.g., CSBM, DSBM, Level 4/5 Diploma in School Business Management) or equivalent accountancy/business qualification, or have a willingness to work towards one

- Strong knowledge of HR procedures, premises management, and Health & Safety legislation
- Exceptional organisational and interpersonal skills, with the ability to manage competing priorities across two busy school sites
- High-level proficiency in financial software (FMS) and Microsoft Excel

What We Can Offer You:

- **A well-connected location:** Both schools are nestled in the centre of Greenwich, boasting excellent transport links via Greenwich DLR, Maze Hill National Rail, and North Greenwich Underground (Jubilee Line), right next to Greenwich Park
- **Collaborative leadership**: Join a supportive, forward-thinking Leadership Team and dedicated Governing Body, committed to shared success.
- **Professional development:** Access to ongoing training and networking with local Greenwich SBMs.
- **Benefits**: Membership of the Local Government Pension Scheme (LGPS), generous annual leave entitlement, and an Employee Assistance Programme (EAP).

How to Apply

Visits to our schools are warmly encouraged so you can meet the Executive Headteacher and experience our welcoming school communities first hand. Visits will take place on Wednesday 18th November 11:00am - 12:30 (Meridian School) and Wednesday 25th November 12.30pm to 2pm (Robert Owen Nursery) (or at other mutually convenient times). Please contact Gill Sax (Consultant SBM) at gsax@meridian.greenwich.sch.uk to arrange your visit.

Please note that CVs cannot be accepted. Applications must be submitted on a Royal Borough of Greenwich application form by **9am Wednesday 2nd December 2026.** CVs will not be accepted.

Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced Disclosure and Barring Service (DBS) check, online social media checks, and satisfactory references.

Meridian is committed to ensuring that our school community practises anti-racist behaviours and has a culture that values equality and diversity. We welcome applications from all sections of the community.