



## **Penn Wood Primary and Nursery School**

**Better Never Stops: Community, Kindness, Respect, Excellence'**

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811 Fax: 01753 536052

Email: [enquiries@pennwood.slough.sch.uk](mailto:enquiries@pennwood.slough.sch.uk)

**School Business Manager – Permanent**  
**Term Time plus insets, plus 1 week (21 hours per week)**  
**Slough Grade SCP 30 to SCP 35 (£40,577 – £45,775 FTE salary)**  
**PAY AWARD PENDING**  
**Required September 2025**

### **Due to the retirement of our current School Business Manager**

Penn Wood Primary and Nursery School is seeking to appoint a person experienced at school business management (ideal) or who has highly relevant finance and resources management experience (essential). The successful candidate will partnership work with our current Senior School Business Manager. You will lead jointly on all aspects of finance and school administration but will have specific responsibilities within finance and other areas such as HR, recruitment processes and induction, Sports Premium funding and data protection.

This is an exciting opportunity to join a warm and welcoming school community where kindness, respect, and excellence are at the heart of everything we do.

You will be fully supported in your new role, with a structured handover and mentoring from the current postholder, who will be available on a zero-hours basis for the first year. The role is for 21 hours per week (with an actual salary of £20,891 to £23,567 pay award pending), and while key times and days will need to be covered, we are happy to discuss a work pattern that suits both the school and the successful candidate. If you are a skilled and motivated professional looking for a role where you can contribute your expertise while working in a friendly and supportive environment, we would love to hear from you!

The school is committed to safeguarding and promoting the welfare of children and you will be subject to an enhanced DBS check.

An application pack is available on our website <http://www.pennwood.slough.sch.uk>

Please send completed forms to [enquiries@pennwood.slough.sch.uk](mailto:enquiries@pennwood.slough.sch.uk)

Please call the school on 01753 521811 or send an email to arrange an exploratory conversation if that would be helpful

Interviews will commence upon receipt of suitable applications. If you have not heard from the school for four weeks after submitting an application, please assume that you have not been shortlisted.

Penn Wood Primary and Nursery School operates in line with the Equality Act 2010 and associated public sector equality duties to protect people from discrimination.