



**Purley Church of England Primary School  
Purley Village, Purley on Thames, RG8 8AF**

**We are looking to appoint a**

**School Business Manager**

**25 hours per week, Tuesday to Friday, term time only  
9.15am to 4.00pm (with a 30-minute unpaid lunch break)**

**West Berkshire Council Pay Grade G, SCP 15–25  
Full-time equivalent salary: £30,024–£36,363 per annum  
Actual salary: £17,196–£21,298 per annum**

Purley Church of England Primary School is seeking to appoint a skilled, organised and proactive **School Business Manager** to join our friendly and dedicated team.

This is an exciting opportunity to play a key role in the strategic and day-to-day management of our school. We are looking for someone with strong business and financial expertise who will help ensure the smooth and effective running of the school.

The successful candidate will:

- have experience in business, finance and resource management
- have experience of preparing and monitoring budgets
- have experience in personnel matters
- have a good understanding of health and safety and premises management
- be able to prioritise, manage a complex workload and work independently
- have excellent IT skills
- be methodical, well organised, trustworthy and flexible
- work effectively as part of a team

Applicants with experience of working in the education sector are welcome, as are those with a strong business background. This post would suit someone with relevant expertise who is looking for a flexible and rewarding role.

Depending on the time of appointment, a handover arrangement will be made.

**We encourage early applications, as applications may be considered upon receipt.**

Further details are available from our website:

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

Tel: 0118 9842384 Email: [recruitment@purley.w-berks.sch.uk](mailto:recruitment@purley.w-berks.sch.uk)

*At Purley, we "Learn to love and love to learn".*

*Our school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an enhanced DBS check and other relevant employment checks. We are committed to securing genuine equality of opportunity in all aspects of our work as an employer and education provider.*