

Job Title: School Business Manager

Location: Ridgeway Infant School

Salary: Grade J £39,513 to £43,693 per annum pro rata

Hours: Full time 30 hours/52 weeks

Contract Type: Permanent

Start Date: Required for September 2025

Due to the pending early retirement of our current School Business Manager we wish to appoint a skilled and effective SBM to join the Leadership Team of our friendly, inclusive school. Directly responsible to the Headteacher and Governors, the successful candidate will have the ability and experience to make a major contribution to the successful leadership, management and administration of our school and its day-to-day efficiency. They will take a leading role in the strategic and operational delivery of the school's administrative, financial, personnel, premises and business development functions and promotion of the school's facilities. This is a senior role and as such, the ability to lead and performance manage staff is essential.

We are looking for someone who has:

- excellent financial, administration, communication and organisation skills
- experience in financial, HR, business and/or premises operations
- demonstrates a welcoming, positive approach with pupils, parents, carers, visitors and staff
- knowledge of data protection legislative requirements and how to effectively manage a professional office in line with these requirements
- successful experience of income generation and an understanding of educational enterprise
- excellent organisational skills and be able to prioritise tasks in order to meet deadlines
- an understanding of partnership working and how to promote relationships in the wider community
- an appreciation for and commitment to collaborative work and is able motivate and lead by example
- initiative, drive and motivation to make a difference
- good knowledge of effective ICT administration systems
- an eye for detail
- stamina and flexibility

In return we can offer;

- a school with a good reputation in the local community
- a uniquely welcoming staff team
- an ambitious, supportive SLT
- flexible working opportunities that suit both the candidate and the school
- an investment in personal and professional development
- happy, well-behaved children who are eager to learn
- a nurturing, child-centred school ethos
- excellent parent partnership
- spacious, well-resourced classrooms and expansive grounds and gardens
- an opportunity to create a legacy for our future community
- Employee Assistant Programme

This is an exciting time to join the team at Ridgeway. We have some significant school development projects planned for the next few years and are looking for a passionate individual with the drive to play a pivotal role in moving our school forwards towards its next amazing chapter! If you have the ambition to work in our busy and happy school environment we would like to hear from you.

Visits to the school are welcomed and encouraged. Please contact Mrs S. Whitehead on 01332 760770 to arrange an appointment.

Closing date for receipt of completed applications: Thursday 17th July at noon.

Interview date: W/C 21st July 2025

An application form and further information about the role is attached. Please complete and return an application form along with a covering letter addressed to Ridgeway Infant School, which clearly demonstrates your suitability for this role. Applications can be submitted by email to Mrs S Whitehead, School Business Manager to recruitment@ridgeway.derby.sch.uk, with SBM application in the subject line, or by post to Ridgeway Infant School, Uplands Avenue, Littleover, Derby, DE23 1GG

Ridgeway Infant School is committed to safeguarding and promoting the welfare of children, **young people, and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS check.**