



School Business Manager

Management Grade 7: £42,887 - £46,979 FTE, Experience dependent.

Permanent, Part time, Term time only plus 5 inset days.

Mon - Fri, 25 - 35 hours /week. There is flexibility in the no. of hours you wish to work (minimum 25 hours required), with a possibility of job share with the current business manager if required.

Start date: September 2026, with a handover in either July/August

RIVERSIDE is a large primary school in Maidenhead, with a caring and hardworking team helping to drive continued success for our children and families. We are looking to appoint an experienced, flexible, highly motivated & organised business manager with vision, knowledge and expertise in all areas of business management. Ideally someone who has a genuine desire to involve fully in the life of our school.

You will be

- Be responsible for all aspects of the school's finance, accounts, business planning, budgeting, funding and forecasting, premises, HR, admin and income generation.
- Proactively manage LA SLA providers and external vendors/contractors/suppliers used at the school.
- Appropriately brief leadership and governors on financial issues at school on a regular basis.

Candidates will need to demonstrate:

- Experience of financial management (ideally in a school setting).
- Experience of HR management and knowledge of health and safety.
- Experience of premises and facilities management.
- Excellent interpersonal and leadership skills.
- Excellent organisational, analytical and problem-solving skills.
- Great communication skills, written & verbal.
- An approachable and friendly personality.
- Confidence and experience in strategic planning.
- Ability to work independently, plan and manage priorities effectively.

We will offer you:

- A friendly, motivated and supportive working environment
- Professional development and training
- The opportunity to make a difference

If you feel you would enjoy the opportunity and challenge that this role would offer, we would be delighted to hear from you. We recommend you visit the school for tour. Please contact the business manager to arrange a time to visit.

To download the job description and application form please visit our website:

www.riversideprimaryschool.org.uk

DO NOT SEND CV's. They will not be accepted.

Please return completed applications to: Finance@riversideprimaryschool.org.uk

Closing date: Applicants will be interviewed as applications are received. Vacancy will close when position is filled. Vacancy advertised 14/01/26.

Riverside Primary School is committed to safeguarding and promoting the welfare of children, and expects all members of staff to share this commitment. Applicants will be subject to an enhanced criminal record check from the DBS.