



**Inspired by yesterday, Learning today, Leading tomorrow**

| School Business Manager |   |
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| <b>Reports to</b>       | Headteacher (Ms. Claire Linfield)                       |
| <b>Hours of work</b>    | 26 hours per week (38 weeks term time) plus 3 weeks     |
| <b>Salary</b>           | Grade 10 (£35,745 - £38,233 FTE)                        |
| <b>Start date</b>       | As soon as possible after 31 <sup>st</sup> October 2025 |

St John's Primary School is a happy and ambitious one-form entry primary school nestled in the heart of the historic market town of Wallingford. We offer a warm and caring atmosphere and are determined that our school is a safe, stimulating environment to grow, learn and work. We pride ourselves on ensuring that all children at St John's feel nurtured, whilst striving for the highest standards of achievement. Our strong relationship with our families means that we can offer our children the best possible start and build on that to ensure our children enjoy school and the challenge of the curriculum we offer.

The school is in an exciting period of development and growth so we are looking for a skilled, proactive and highly organised School Business Manager to join our staff team. This will be a part-time contract with some flexibility of when and where hours are worked.

As the School Business Manager, you will hold a key post of senior responsibility within the school. Reporting directly to the headteacher, you will be responsible for ensuring that all financial, non-financial and non-teaching aspects of the school run efficiently and effectively which includes managing our small office team.

You will share our vision and values and will be an important member of the senior leadership team and school community, developing positive relationships with governors, staff, families, volunteers and pupils.

If you are an experienced and motivated professional with a passion for supporting the success of a developing primary school, we would love to hear from you!

## Key Responsibilities:

- **Financial Management:** Oversee the school's budget, ensuring financial stability and efficient allocation of resources.
- **HR & Recruitment:** Manage staffing budgets, payroll procedures and ensure HR processes are robust alongside managing the office team.
- **Facilities and Premises Management:** Ensure the school premises are well-maintained and safe for staff, students, and visitors.
- **Administration & Compliance:** Oversee administrative processes and ensure the school adheres to all relevant policies and regulations.
- **Strategic Planning:** Contribute to the long-term vision of the school, supporting the Headteacher and governors in decision-making.

## You will have:

- Proven experience in a business or finance role, ideally in a school or education setting.
- Strong organisational and leadership skills, with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills, able to work with a range of stakeholders.
- Knowledge of financial management and budgeting in a school/academy environment (desirable).
- A proactive, problem-solving attitude with a hands-on approach.

We would love to show you around our school. Please contact the school office on [office.2567@st-johns.oxon.sch.uk](mailto:office.2567@st-johns.oxon.sch.uk) or phone [01491 837305](tel:01491837305) to arrange a visit.

## How to Apply:

Please contact [office.2567@st-johns.oxon.sch.uk](mailto:office.2567@st-johns.oxon.sch.uk) for an application pack (which can also be downloaded from our website).

Completed applications should be returned by **14<sup>th</sup> October 2025**.

***Please note - Applications will be considered upon receipt. In the event that suitable candidates are identified, the advert may be withdrawn without notice.***

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*St John's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will be performed prior to interview.*