

St. Margaret's C of E Primary  
Town Street  
Horsforth  
Leeds  
LS18 5BL



Headteacher:  
Mrs Rebecca Maiden  
Telephone: 0113 3862520  
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## School Business Manager: St Margaret's Church of England School

**Required: 1<sup>st</sup> September 2026**

**Closing Date: Monday 6<sup>th</sup> July 2026**

**Interview Dates: Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> July 2026**

Are you an experienced, organised and forward-thinking professional looking to make a meaningful difference within a thriving school community?

St Margaret's Church of England School is seeking to appoint an outstanding **School Business Manager** to join our dedicated team as soon as possible. This is an exciting opportunity for a highly motivated individual who is passionate about supporting educational excellence through effective leadership, strategic planning and operational management.

As a key member of our leadership team, you will play a vital role in ensuring the smooth and efficient running of the school's business functions, including finance, human resources, premises, health and safety, and administration. We are looking for someone who is proactive, solutions-focused and able to work collaboratively with staff, governors, families and external partners.

At St Margaret's, our vision is to enable every member of our community to **Flourish, Achieve, Believe**. We are proud of our nurturing Christian ethos and seek an individual who will actively support and embody our Christian values in their daily work and interactions. The successful candidate will share our commitment to creating an environment where all children and adults are valued, encouraged and inspired to reach their full potential.

We are also committed to building a sustainable future for our school and wider community. The successful candidate will play an important role in supporting and developing our sustainability agenda, identifying opportunities to improve efficiency, reduce environmental impact and ensure the responsible stewardship of resources. We are looking for someone who can think strategically about long-term sustainability while delivering effective day-to-day operational management.

We are looking for a candidate who:

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- Has experience in business, financial or operational management, ideally within an educational setting.
- Demonstrates excellent organisational, communication and leadership skills.
- Is proactive, adaptable and able to manage multiple priorities effectively.
- Can think strategically while maintaining attention to detail.
- Has an interest in promoting sustainability and identifying opportunities for environmental and financial efficiency.
- Supports and promotes the Christian distinctiveness and values of our school.
- Is committed to contributing positively to our vision of helping all members of our community to flourish, achieve and believe.

In return, we offer:

- A welcoming and supportive Church of England school community.
- Dedicated and hardworking staff and governors.
- Opportunities for professional development and growth.
- The opportunity to contribute to our sustainability ambitions and long-term development.
- A rewarding role where you can make a significant impact on the success of our school.

If you are inspired by our vision and would like to play a key role in shaping the future of St Margaret's Church of England School, we would be delighted to hear from you.

We warmly welcome applications from candidates who share our commitment to excellence, service, sustainability and Christian values.

**St Margaret's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS and safeguarding checks.**

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