



School Business Manager

Tudor Court Primary School, Grays

School Business Manager

Salary: £38,050 - £52,038 per annum (dependent on qualifications and experience)

Hours: 37 hours per week, Full Time

Contract: Permanent

Join a thriving school where your expertise will make a real difference.

Tudor Court Primary School is looking to appoint an experienced, highly motivated and forward-thinking **School Business Manager** to lead our business operations and help ensure our school continues to thrive.

This is an exciting opportunity to join a successful and welcoming three-form entry primary school with approximately **680 pupils, including our on-site nursery**. Working closely with the Headteacher, Senior Leadership Team and Governors, you will provide strategic advice and operational leadership across finance, human resources, premises, health and safety, procurement and compliance.

As School Business Manager, you will play a vital role in ensuring that our resources, people and facilities are managed effectively so that our children receive the very best education in a safe, inspiring and well-managed environment.

About the Role

You will be responsible for leading the school's business and operational functions, including:

- Strategic financial planning, budget management and monitoring.
- Human resources, recruitment and payroll administration.
- Premises, facilities management, health and safety and capital projects.
- Procurement, contracts and service level agreements.
- Statutory financial returns and regulatory compliance.
- Developing and improving business systems and operational procedures.
- Line management of support staff, including the premises team.
- Providing professional advice and guidance to the Headteacher and Governing Body on all business matters.

This is a varied and rewarding role requiring excellent organisational skills, sound judgement and the ability to balance strategic thinking with day-to-day operational management.



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About You

We are looking for someone who:

- Has successful experience in school business management or a similar senior operational or financial management role.
- Has strong financial management and budget planning skills.
- Has experience of HR processes, recruitment and personnel management.
- Has knowledge of premises management, health and safety and compliance.
- Is an excellent communicator with the confidence to build positive relationships with staff, Governors and external partners.
- Is highly organised, proactive and able to prioritise competing demands.
- Has excellent ICT skills and experience of school management systems and financial software.
- Shares our commitment to providing the very best opportunities for children.

A recognised School Business Management qualification, or a willingness to work towards one, would be desirable.

Why Join Tudor Court Primary School?

At Tudor Court, we are proud of our welcoming, inclusive and supportive school community. We are committed to ensuring that every child achieves their full potential, and we recognise that excellent business leadership is fundamental to achieving this.

We can offer you:

- A competitive salary of **£38,050 - £50,694**, dependent on experience and qualifications.
- The opportunity to make a genuine impact within a successful and ambitious primary school.
- Friendly, supportive and dedicated colleagues.
- Enthusiastic, well-behaved children who enjoy learning.
- A committed and supportive Governing Body.
- Excellent opportunities for professional development and training.
- Membership of the Local Government Pension Scheme.
- Flexible working arrangements will be considered for the right candidate.



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About Tudor Court Primary School

Tudor Court Primary School is a successful three-form entry primary school with approximately **680 pupils**, including a thriving nursery. We are proud to provide a nurturing, inclusive and aspirational learning environment where children are encouraged to achieve their very best.

Our dedicated staff work collaboratively to create a positive culture where children feel safe, valued and inspired to learn. We are ambitious for every pupil and continually strive to improve the quality of education and opportunities we provide.

If you are an experienced business professional who shares our ambition to provide the very best opportunities for children and wants to play a central role in shaping the future of our school, we would love to hear from you.

Visits Welcome

We warmly welcome and encourage prospective applicants to visit the school before applying. This is an excellent opportunity to meet members of the Senior Leadership Team, tour our facilities and experience the warm and welcoming ethos that makes Tudor Court such a rewarding place to work. To arrange a visit, please contact the Office Manager on officemanager@tudorcourtprimary.com or by contacting the school office on 01375 480662.

Tudor Court Primary School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS clearance, satisfactory references and pre-employment checks in line with Keeping Children Safe in Education.