



Job Title:		School Business Manager	
Category:		Non-Teaching	
Job Type:	Permanent	Job Hours:	36 hours
Salary:	LBR 10 - 13 pro rota	Start date:	01.01.2027
Location:	Wells Primary School Barclay Oval IG8 0PP	Tel No:	0208 708 0500
Email:	admin.wells@redbridge.gov.uk	Headteacher:	Debbie Franklin

Wells Primary School is seeking to appoint a School Business Manager to our already well established, experienced and friendly team.

About Us:

Wells is a happy and nurturing school, rated **Outstanding in all areas** by Ofsted - October 2024. We are proud of our caring ethos, strong sense of community, and our commitment to excellence in education. Our pupils are enthusiastic, motivated, and eager to learn. We are fortunate to have supportive parents, a dedicated governing body, and a talented team of professionals.

What we can offer:

- A welcoming and friendly school environment
- Excellent CPD opportunities
- Motivated pupils, dedicated colleagues, and supportive parents and governors
- Supportive leadership and a culture of teamwork

We welcome applicants who can:

- Hold, or be working towards, a recognised management or business qualification, e.g. CSBM.
- Experience in a School Business Manager or similar role.
- Experience in finance, including accounting, banking, payroll, etc.
- Experience managing premises, contractors and health & safety.
- Excellent communication and interpersonal skills.
- Demonstrate initiative, drive and a proactive approach.
- Be flexible, approachable and supportive, with a positive and responsive approach to the needs of the school.

The successful candidate must enjoy working with young people, have patience, excellent communication skills, and be able to work collaboratively while providing effective leadership.

You will need to be proactive, resilient and highly organised, with the determination and commitment to support the school's continued development and success.

For information or to request an application pack, please contact the school office or email:

admin.wells@redbridge.gov.uk

Closing date for applications: Wednesday 14th October 2026 at 8:00am