

School Business Manager
30/37 hrs a week (negotiable), 42 or 52 weeks a year
Salary Grade J-K, points 27-36 commensurate with experience
£37,035-£45,718 (FTE)

We have an exciting and unique opportunity for an ambitious and self-motivated individual that is forward thinking and has a positive, resourceful attitude to join this vibrant and exciting school. The school has approximately 200 students and 30 staff.

Whitefriars Primary School is committed to offering all children aged 3-11 a rich and diverse educational experience. Our aim is to provide the best possible learning opportunities to enable every child to fulfil their maximum potential academically, socially and culturally. This means that the adults in the school will strive to support every individual to attain the very best in terms of educational, personal and social development. Whitefriars Primary School joined Tove Learning Trust in September 2024.

The SBM will support the Headteacher with the business support, resources management and HR functions of the school. They will contribute effectively to the senior team to ensure that the school is able to meet its educational aims under the leadership of the Director of Primary Education. The role is one of a lead professional and will be a key member of the leadership team. The post holder will be responsible to the Headteacher but will also have opportunities to participate in activities across the trust and network with other business professionals. The role would also focus on leading and developing the school support staff to become the best they can be.

The successful candidate will:

- have a proven record of financial reporting, recording and monitoring. Preferably with a recognisable qualification in CSBM/DSBM or equivalent.
- demonstrate a willingness and the ability to support colleagues across all areas of the school.
- be passionate about success and dedicated to developing opportunities for the school.
- provide robust financial management information to the headteacher to ensure clarity and transparency on all key decisions and operations.
- oversee and expand the business opportunities underpinning future growth strategies
- have high expectations and sound business judgement demonstrating a flair for budget management.
- have an understanding of human resources, health & safety and compliance protocols

We can offer you:

- Health cash plan
- Training and development opportunities. All staff are encouraged to study further, and the trust will actively support staff to obtain relevant further qualifications where possible.
- free private secure carpark
- free tea, coffee, frequent cake and plenty of good spirit!

This role will include some flexibility over working patterns so that the working hours can be flexible over the week in accordance with the needs and staffing of the school.

Candidates must be eligible to live and work in the UK and hold a current driver's licence.

Tove Learning Trust is a rapidly growing multi academy trust with 15 schools. The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community.

How to apply: All documents including the full job description, person specification and application form are available on our website <https://www.tovelearning.org.uk/vacancies/current-vacancies>. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests and completed applications should be sent to E:hr@tovelearning.org.uk

Closing date: Monday 23rd June 2025

Interviews: Friday 27th June 2025