



Job Advert – School Business Manager

Position: School Business Manager

Location: Whitehouse Common Primary School

Contract Type: Full-Time. Permanent Term time only with occasional days during holidays required.

Salary: Grade D Point 34 £45,091 FTE to Point 42 £53,460 FTE

Closing Date: 9am Wednesday 13th May 2026

Interview Dates: To be arranged

Start Date: As soon as possible

About Us:

Whitehouse Common Primary School is a warm, happy, thriving and forward-thinking school. We are part of the Learning Trust for Excellence (LTE), a Co-operative Trust where member schools maintain independence and autonomy while supporting each other to provide the best educational opportunities for all our children.

We are seeking a proactive and highly skilled School Business Manager to join our welcoming team. In this pivotal role, you will support both the strategic and operational functions of our school.

Role Overview:

As the School Business Manager, you will be a key member of our Senior Leadership Team (SLT) and work closely with the Headteacher to drive the school's strategic direction. You will oversee a range of business functions, including finance, HR and personnel, site management, health and safety, catering and IT. This role requires strong leadership skills, exceptional attention to detail, and a strategic vision to ensure the smooth and effective operation of our school. As with any school, you should be prepared for a dynamic environment where quick thinking, teamwork, leadership, and a hands-on approach are essential.

The Foundation Status that we have provides autonomy of policies and procedures outside those of the LA where appropriate; you will be instrumental in reviewing and implementing these alongside our HR Advisors.

We are a Full Cheque Book School using Access Finance Package with a balanced budget and a healthy carry forward balance.

Key Responsibilities:

- Lead and manage the administrative team, site staff and Wraparound care manager
- Oversee the strategic and operational aspects of the school's financial resource management, including budgeting, accounting, and financial reporting, ensuring accuracy and transparency.
- Manage and be a strategic lead for HR, legal matters, IT, site management, health and safety, catering and other operational aspects to maintain a safe and effective learning environment.
- Ensure compliance with all relevant regulations, policies, and best practices in financial and operational management.



- Maximise financial resources by generating income, applying for funding, and ensuring best value for money.
- Develop and implement strategic plans to enhance operational efficiency and support the school's long-term goals.
- Collaborate closely with the Senior Leadership Team to align business strategies with educational objectives and drive school improvement.

What We're Looking For:

- Proven expertise in HR management, with a track record of leading and motivating staff.
- Strong strategic vision with the ability to implement effective operational strategies.
- High attention to detail and accuracy in financial and administrative tasks.
- Excellent accounting and financial management skills, including experience with budgeting and financial planning.
- Ability to collaborate effectively with the SLT and other stakeholders to support the school's objectives.

What We Offer:

- A highly supportive and collaborative leadership team and governing body.
- A dedicated administrative team.
- Opportunities for professional development.
- A positive and engaging working environment.
- Access to excellent facilities and resources to support your work.
- Flexibility with regard to working arrangements.
- A happy and vibrant school with a strong family ethos and community spirit.

In return, we can offer:

- A supportive team and a welcoming school community
- A varied and practical role where your contribution genuinely makes a difference
- Opportunities for relevant training and professional development
- A school committed to staff wellbeing, equality, diversity and inclusion

A copy of the application form, job description and person specification are available on the school website www.whitehousecommon.bham.sch.uk.

Visits to the school are encouraged and can be arranged by contacting the school via email hr@whitehousecommon.bham.sch.uk.

If you would like an informal discussion about the role please contact Mrs Prosser-Davies, School Business Manager on 0121 464 1918.

Please email your completed application form to hr@whitehousecommon.bham.sch.uk by 9am on Wednesday 13th May 2026.



Whitehouse Common Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We encourage all applicants to review our [Safeguarding and Child Protection policy](#), which outlines our commitment to the safety and well-being of students.

The successful candidate will be subject to all necessary pre-employment checks, including:

- Enhanced DBS.
- Prohibition check.
- Childcare Disqualification (where applicable).
- Qualifications (where applicable).
- Medical fitness.
- Identity and right to work.

You will be required to submit your birth certificate as part of the identity checks.

References

All applicants will be required to provide two suitable references.

Short-Listed applicants

An online search will also be carried out as part of due diligence on all short-listed candidates.

Rehabilitation of Offenders

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Further information about filtering offences can be found in the DBS filtering guide.

Immigration Act 2016

This post is covered by Part 7 of the Immigration Act (2016) therefore the ability to speak fluent and spoken English is essential requirement for this role.