

VACANCY: School Business Manager

Permanent

Grade: SO2 (pay band 26-28) Annual Salary £37,280 pro rata for 38 weeks term time only to £27,243.

Hours: 37 hours per week. 8.00am – 4.00pm Monday to Thursday, Friday 8.00am – 3.30pm.

Closing date: Tuesday 25 April 2026 at 12 noon

Interview date: to be advised.

At Burley St Matthias C of E Primary School, we're proud to be a nurturing, inclusive, and family orientated school where every child is encouraged to reach their full potential. At Burley, we pride ourselves in putting the children at the heart of everything we do. Visitors to the school leave with the strong impression of both the children's and staff's enthusiasm, happiness, supportiveness and kindness and recognise that the children enjoy being at Burley. This was captured in our June 2025 OFSTED inspection report with the very first line ***"A sense of kindness permeates through this school."***

We are a one form entry primary school, with two beautiful Victorian buildings to call home, in a great location with a supportive community. We are a multicultural and diverse school community where every child and adult is valued, listened to and supported. We warmly welcome applicants from all backgrounds, cultures, faiths and religions. We are seeking a committed, enthusiastic and highly organised School Business Manager to play a pivotal role in the strategic leadership and day-to-day operational management of our busy and thriving Church of England primary school. The post holder will be responsible for the general management and administration function of the school, including IT admin, finance and the management of administrative and site staff.

This is an exciting opportunity for a committed professional who wishes to contribute fully to the life of our school community and help shape its continued development. If you are committed to providing the very best for children and staff and are looking for a new challenge, then we could be the school for you!

The School Business Manager will:

- Lead and manage the school's financial strategy and day-to-day financial operations
- Oversee HR processes, staff contracts and personnel matters
- Manage premises, facilities and health & safety compliance
- Provide strategic advice to the Headteacher and Governing Body
- Lead and support office systems to ensure efficient administration
- Contribute to the continued growth and development of our one-form entry Church school
- To lead and manage safeguarding policies and procedures in the office infrastructure

We Are Looking for Someone Who:

- Communicates clearly, professionally and warmly with pupils, staff, parents and visitors
- Has proven experience in financial management (ideally within a school setting)
- Has experience of HR management and sound knowledge of employment practices
- Has experience of premises and facilities management
- Is highly organised and able to plan and prioritise own and others' workload under pressure and to deadline
- Demonstrates confidence in strategic planning and resource management
- Has strong analytical and problem-solving skills
- Builds positive and respectful working relationships across the school community
- Remains calm, flexible and solution-focused under pressure
- Is hardworking, enthusiastic and committed to excellence
- Has the ability to network to share good practice, learn on the job and be innovative in solutions to every day challenges.
- Is able to lead and drive change
- Shows commitment to the school's vision

- Plays an active role in the senior leadership team, contributing to whole-school improvement, supporting the Head Teacher to shape, implement and demonstrate impact from the school development plans and strategies
- Is a collaborative team player who shows initiative and thrives in a supportive and family orientated school community, committed to a relational approach.
- It would be desirable for the successful candidate to have had experience of school business management.

At Burley St Matthias, we can offer you:

- A welcoming, inclusive and dynamic Church School with strong Christian values at its heart
- An excellent programme of continuous professional development to support your role and professional growth
- A positive, well-resourced working environment where the school office is central to the daily life of the school
- A positive, safe and caring environment with a learning culture for all in a vibrant school community where pupils are curious, confident, and eager to learn
- A knowledgeable and supportive Governing Body that provides an effective balance of challenge and support
- A committed and hard-working staff team who are committed to working together and value the vital role of the school office
- Strong, well-established partnerships with families, the local community and our wider family of schools, supporting effective communication and shared working
- Enhanced occupational benefits such as generous leave of absence, adoption, maternity & paternity pay
- Access to employee support including counselling, CBT, physiotherapy, menopause and wellbeing support and virtual GP through our insurers, Education Mutual.
- A positive school ethos that celebrates success and is committed to inclusion

This is an exciting time to join a motivated, friendly and vision-aligned team in a vibrant and successful school community. Our most recent Ofsted inspection was completed in June 2025 – please do read our report on our school website.

Visiting school is strongly recommended, please contact the school office to arrange a visit (office@burleystmatthias.co.uk)

Completed application forms should be emailed or posted to school. Please note we are unable to accept CVs.

The closing date for receipt of applications is Tuesday 21st April at 12 noon.

Interview dates will be shared following shortlisting.

Should you be selected for interview, we will start the reference requests straight away.

Safeguarding Statement

BSM Primary School is committed to safeguarding and promoting the welfare of our pupils, and expects all staff, governors and volunteers to share this commitment. All posts are subject to satisfactory vetting checks including enhanced DBS (Disclosure and Barring Service) checks. We promote diversity and want a workforce which reflects the population of Leeds. The post is subject to a DBS check and satisfactory references. If shortlisted you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online.