

School Business Manager



Vacancy Details

Hours: 37 hours per week. Term time only plus ten days

Grade: SO1/SO2 depending on experience

Start Date: 13th April 2026 or ASAP

Closing date for applications: Friday 27th March @ Midday

Interviews: WC Monday 30th March 2026

About Addingham Primary School

Addingham Primary School is an LA maintained, one-form entry primary school, serving a friendly and vibrant local community. We are proud of the strong partnerships we have with parents, carers and our local community, which help create a warm, welcoming and inclusive environment where children can thrive.

The Person We Are Looking For

We are seeking a dedicated and highly skilled **School Business Manager** to join our team. The successful candidate will:

- Have substantial experience in school business management or a similar senior administrative role, ideally within an LA educational setting
- Demonstrate strong financial expertise, including budget planning, monitoring and reporting
- Be confident in managing HR, payroll, health and safety and compliance requirements
- Possess excellent IT skills, including Microsoft Office and complex management information systems (e.g. Arbor)
- Communicate clearly and confidently, with the ability to explain complex information in a professional and accessible manner
- Be an inspiring and effective team leader who builds positive relationships across the whole school community
- Share our commitment to high standards, inclusion and safeguarding
- Be adaptable, calm under pressure and able to prioritise competing demands effectively
- Hold a School Business Manager qualification (DSBM, CSBM, ADSBM) or an equivalent management or business qualification (highly desirable), with a commitment to ongoing professional development

About the Role

As School Business Manager, you will be a key member of the team, playing a pivotal role in ensuring the smooth, efficient and compliant running of the school.

Your responsibilities will include:

- Leading and managing the whole-school administrative team and office systems
- Taking overall responsibility for financial planning, budget management and securing external funding
- Managing contracts, facilities, lettings and health and safety compliance

- Providing expert advice and guidance to the Headteacher, Leadership Team, and Governing Body
- Leading recruitment, staff induction, appraisal and HR processes
- Ensuring safeguarding, data protection and school policies are fully implemented and monitored
- Acting as the school's Health and Safety Lead and Fire Officer

You will have the autonomy to make decisions, lead initiatives and contribute strategically to the continued development of the school, supporting a safe, efficient and inspiring learning environment.

What We Offer

- The opportunity to play a vital role in a popular school with a positive and inclusive culture
- A supportive Leadership Team and Governing Body committed to your professional development
- Opportunities to contribute to exciting school improvement initiatives and innovative curriculum developments
- A friendly, collaborative working environment where your expertise and initiative are valued

Visits to the school are warmly welcomed.

If you have any questions, please e-mail our School Office mail@addingham.bradford.sch.uk or telephone 01943 830298.

Applications should be submitted via Prospects online

We are committed to safeguarding and promoting the welfare of children.

All posts are subject to an enhanced DBS check.

Applicants will be subject to an online search if shortlisted.

Proof of eligibility to work in the UK will be required.

Please note: CVs are not accepted for this post.

