

Holyport CE Primary School and Foundation Unit



School Business Manager

Required from 1st September 2026

30 hours per week, working over four days to include Wednesday and Friday, with some flexibility with hours for the right candidate, term time only plus INSET days - RBWM Grade M7 (FTE £42,887 - £46,979 / PTE £30,316 - £33,209 pending cost of living award)

OFSTED 2024 "Staff at all levels appreciate the training opportunities they have to develop their expertise. Staff trust school leaders. They feel consulted when changes are being made and supported in balancing their workload and well-being."

This is an exciting opportunity to join us as School Business Manager. The post-holder will be a key member of our leadership team with a diverse and varied role, primarily aimed to support the Headteacher and with responsibilities including finance, resources, premises/site management, health and safety and managing a small team.

Ideally, we are looking for someone who:

- has excellent communication and interpersonal skills
- has a warm and positive approach with all members of the school community
- brings experience in financial management, human resources, compliance and school administration
- will be highly organised, team focussed and have the ability to work under pressure in order to meet deadlines
- will contribute to the overall ethos, vision and aims of the school
- understands the need for confidentiality and sensitivity

We can offer:

- A dedicated, friendly and caring staff team to work with
- A supportive Headteacher and Governing Body
- Resources and support provided by the central Oxford Diocesan Schools Trust team and its network of schools
- A warm community school feel with pupils who are keen to learn and parents keen to support

To apply please visit www.mynewterm.com or www.odst.org.uk/vacancies.

For further details or to arrange a visit to the school please contact the school on sbm@holyporthprimaryschool.co.uk or call 01628 627743.

Closing date: Tuesday 16th June 2026

Interviews: Thursday 18th June 2026

Holyport Church of England Primary School, as a member of the Oxford Diocesan Schools Trust, is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check. Online checks may also be carried out to comply with KCSIE.