







School Business Manager

-  **Hours:** 30 hours (4 days per week) term time only
(plus Inset days and 10 days in school holidays)
8.30am – 4.30pm with a 30-minute lunch break
-  **Salary:** Scale 7 (P1 - 5) £31,563 - £34,575 p.a. pro rata (based on term time only hours)
(£42,887 - £46,979 p.a. FTE)
-  **Contract:** Permanent
-  **Start Date:** 1st September 2026

St Luke's is a happy, child-centred school looking for a dedicated and passionate School Business Manager to join our committed, nurturing team.

Leading on all aspects of finance, HR, IT and premises management, you will have excellent leadership and organisational skills as well as the ability to relate to and build trust with a variety of stakeholders. The successful applicant will be a member of the Senior Leadership Team.

You should be someone with flexibility, a positive outlook, and an ability to work independently and as part of a team. You will also be supportive of the values of our church school and committed to our vision and ethos, ensuring everyone can become the best they can be.

We are passionate about developing the whole child, guided by our core values Cherish, Challenge, Aspire and Achieve, ensuring both academic success and pastoral wellbeing. We embrace the ethos of 'Life in All Its Fullness', fostering a calm, purposeful, and nurturing environment where every child, regardless of background or needs can thrive.

The successful candidate will need to:


- have extensive school-based experience
- have a proven track record of effective financial management
- have the ability to work using their own initiative, prioritising and meeting deadlines
- have experience of leading and managing a team
- have knowledge of current health and safety law
- have experience of payroll and HR management
- report to the Head Teacher and LGB and be able to support the school in meeting all statutory requirements

Join Our Community

If you believe this is the right environment for you to thrive, grow, and contribute, we would love to hear from you. Visits to the school are warmly encouraged. Come and experience our outstanding learning environment and vibrant community first-hand.



For more information or to arrange a visit, please contact recruitment@st-lukesprimary.com or call 01628 621600.

 **Closing date for applications:** Midday, Monday 8th June 2026

 **Interviews:** w/c 15th June 2026

St Luke's Church of England 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.