

# Colnbrook C. of E. Primary School

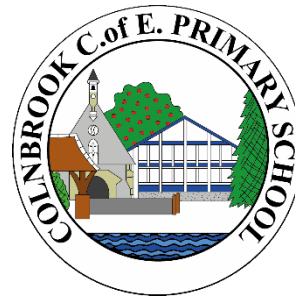
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Email: [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com)

Website: [www.colnbrookprimary.com](http://www.colnbrookprimary.com)

Headteacher: Mr Tom Brunson B.A.(Hons), NPQH



## School Business Manager

**Mon to Fri 8:00-4:30pm (39.5hrs per week), permanent contract starting June 2026, or earlier if possible.**

**Term time only, plus INSET days and two weeks during school holidays.**

**Salary scale: Level 6, Scale point 24-29, (FTE £36,508 - £40,958)**

We have an opportunity for an enthusiastic, ambitious and experienced professional to join our team.

The School Business Manager will be responsible for leading and managing the business function of the school, including financial and resource management, human resources, IT, facility and property management and health and safety of the school. They will co-ordinate the day-to-day support that enables the school to operate effectively.

Our school is a popular and thriving one-form entry school in the heart of Colnbrook village. Our Christian values permeate the life of our school as we encourage everyone to live out our vision and be "Strong and Courageous". We are proud to be a highly inclusive school and we welcome families from a large number of backgrounds and communities. Our school is part of the Slough and East Berkshire Multi Academy Trust (SEBMAT) and we enjoy high levels of support and close collaboration with other local schools.

### We would like someone to join our team who:

- Models and promotes our school's Christian values;
- Has an ability to foster effective relationships with pupils, parents, staff and stakeholders;
- Has a business management qualification, such as NVQ level 4, or is willing to work towards this;
- Is experienced in managing budgets and financial reporting;
- Has experience of HR processes including payroll, health and safety and site management;
- Is a flexible and adaptable team player who is willing to get fully involved in daily life in school;
- Has a 'can do' attitude that finds solutions to challenges that arise.

### We can offer:

- A small, friendly team, with support from the multi-academy trust;
- Tailored CPD and opportunities to develop your career across the Trust;
- A mindful approach to workload;
- A well-resourced and forward-looking school;
- A supportive leadership team.

Our website has a wealth of useful information, as well as a short video that gives a flavour of our school. Visit [www.colnbrookprimary.com](http://www.colnbrookprimary.com) to find out more. Applications should be made through My New Term.

**Closing date: 9am, Monday 18<sup>th</sup> May 2026**

**Early applications encouraged. Interviews will be arranged on receipt of suitable applications.**

***Colnbrook Primary School is committed to Safeguarding and protecting the welfare of children and young people and we expect that our staff share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.***