



Job Title: School Business Manager

Salary: MG1 (spinal point based on experience)

Contract: Permanent (Full Time) 37.5 Hours a week plus 3 weeks

Starting: September 2025

Whitchurch Primary School & Nursery is a four - form entry school, situated close to the borders of Harrow and Barnet. We are looking for a highly motivated, proactive and forward-looking School Business Manager. As School Business Manager, you will provide strategic and operational leadership across key areas, ensuring the smooth running of all non-teaching functions. You'll lead and manage teams in:

- **Finance:** Strategic oversight of our Budget, income and expenditure, ensuring all financial controls are adhered to, and ensuring the school's financial health.
- **Facilities Management:** Having strategic management of health & safety, maintenance, and the upkeep of all learning environments.
- **ICT and Data Protection:** Ensuring our IT infrastructure and data systems meet school needs and comply with GDPR.
- **Office Administration:** Leading front-of-house, events planning, and student record management.

You are the right candidate if you:

- Are educated to degree level and have a recognised Accountancy or School Business Manager qualification
- Have good leadership and communication skills, with an ability to motivate and inspire staff at all levels
- Ability to lead a multi-disciplinary team and deliver excellent customer service
- Are able to manage your own time and resources well and cope with the pressures of the role
- Are excited and motivated by the rewards and challenges of working in a school with high standards.

In return for your hard work and dedication we can offer you:

- This is an exciting opportunity to be at the heart of a school that transforms the lives of its students. You will have the autonomy to lead a team, manage complex projects, and ensure the school is run efficiently to deliver the best possible learning environment. an opportunity to extend skills alongside the experienced, forward thinking Headteacher and Senior Leadership Team
- A committed and highly motivated staff team that work collaboratively to raise standards
- A chance to make a real impact in a forward-thinking, values-led school

We would be delighted to give you a tour of our school and show you why you would wish to work with us.

For an informal (and confidential) discussion please contact the Headteacher, Rachel Inniss:

head@whitchurchps.co.uk

To arrange a visit, please contact: ssupeda@whitchurchps.co.uk

Further information and application packs are available on our website:

www.whitchurchprimary.harrow.sch.uk – Our School – Vacancies.

Please send your application by letter with the completed application form to the School Office, Whitchurch Primary School & Nursery, Wemborough Road, HA7 2EQ, telephone 020 8951 5380 or emailed to office@whitchurchps.co.uk

Closing Date: Tuesday 1st July

Interviews: Monday 7th July



We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references, medical clearances, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.