



Permanent School Business Manager

Required to start 1st January 2026

NJC Scale point 29 Actual £37,125.32 - depending on experience

Queensgate Foundation Primary School is seeking an **inspirational and dynamic School Business Manager** to join our exceptional team. As a **key member of the school's leadership team**, you will play a vital role in shaping strategy, driving improvement, and ensuring the very best outcomes for children. This is a fantastic opportunity for a skilled professional who thrives on challenge and wants to make a real difference.

What We Offer:

- ☐ An exciting and rewarding role within a supportive, collaborative environment
- ☐ A forward-thinking leadership team who place children at the heart of every decision
- ☐ A modern, well-equipped school building and facilities
- ☐ A dedicated, welcoming, and friendly staff team
- ☐ Excellent opportunities for professional development and career growth

What We're Looking For in a Team Player. Someone who:

- ☐ Thrives in a positive, solution-focused environment
 - ☐ Can confidently develop, implement and evaluate effective business strategies
 - ☐ Demonstrates excellent written and verbal communication skills
- Has strong organisational and planning abilities, with the capacity to prioritise and meet deadlines

Discover Queensgate

We warmly encourage visits to our school to experience the Queensgate ethos in action. Come and see what makes our school community such a special and inspiring place to work.

☎ To arrange a tour, please call (01983) 292872 or email admin@queensgateprimary.co.uk.

How to Apply

Application packs and further information are available on our school website: www.queensgateprimary.co.uk
Alternatively, you can call or email the school on the above details.

Closing date: Monday 13th October 2025, 12 noon

Interview date: Thursday 16th October 2025

Queensgate Foundation Primary School is committed to safeguarding and promoting the welfare of children.

All appointments are subject to enhanced DBS disclosure and satisfactory references.
Online social media checks will be conducted for all shortlisted candidates.