

School Business Manager

Employer

Castle and Dove Bank Primary Schools

Location

Kidsgrove & Mow Cop, Stoke-on-Trent

Salary

Grade 7: £31,583 per annum

Closing date

12 Dec 2025

Sector

[Education](#)

Job Type

[Schools / Academies - Support staff roles](#), [Administration](#)

Contract Type

[Full time permanent](#)

Working Pattern

[Standard](#)

Hours

[Full-Time](#)



Job Details

Castle Primary School and Dove Bank Primary School are proud members of The Learning Partnership (TLP), a forward-thinking trust committed to excellence in education. We are seeking an experienced and motivated School Business Manager to work across both schools, ensuring the smooth and efficient management of our business operations.

As School Business Manager, you will play a key role in supporting the leadership teams by managing:

- Finance: Budget planning, monitoring, and reporting to ensure financial sustainability.
- HR & Payroll: Overseeing recruitment processes, staff records, and compliance.
- Premises & Health & Safety: Ensuring safe, well-maintained learning environments.
- Administration & Compliance: Managing policies, contracts, and statutory requirements.

You will work closely with the Headteacher and TLP central team to deliver high-quality business support that enables our schools to focus on teaching and learning.

What We're Looking For

- Proven experience in school business management or a similar role.
- Strong financial and administrative skills with attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work across two sites and manage competing priorities effectively.
- Knowledge of education sector compliance and safeguarding requirements.

What We Offer

- A supportive and collaborative team environment.
- Opportunities for professional development within TLP.
- A role that makes a real difference to children's education.

If you are interested in applying for this role, we would love to hear from you. Should you wish to discuss the role further, or arrange a tour of the schools, please email: headteacher@castleprimary.co.uk

To apply, please download the application form below and return it to: headteacher@castleprimary.co.uk detailing how you meet the criteria detailed in the person specification.

To apply for this job please visit <https://www.wmjobs.co.uk/job/249804/school-business-manager/>