



School Business Manager Abbeys Primary School

**Abbeys Primary School
Melrose Avenue
Bletchley
MK3 6PS**

Headteacher: Jess Fellowes

Grade H £42,839 - £47,181 pro-rata (equivalent to £22.21 - £24.46 per hour)

Part time (27 hours per week, 52 weeks per year. The timing of hours worked is to be agreed with the successful candidate, a number of work patterns are available)

Permanent

Start date: July 2026

We are recruiting for a new School Business Manager due to the retirement of the current post-holder. Reporting to the Headteacher and serving as a key member of the Senior Leadership Team, this is a pivotal role at the heart of the school's operational and strategic leadership.

About us

Abbeys is an average sized primary school with 300 pupils on roll. Abbeys serves a diverse catchment area with higher than average pupil premium and SEN pupils.

We can offer you:

- A varied and rewarding role with a key strategic impact
- A friendly and committed team of staff and governors and strong, supportive management
- Professional development and training opportunities
- Employee assistance package

About the role

As an integral member of the senior management body of the school, the Business Manager provides strategic direction, detailed planning and operational management of all non-teaching functions, ensuring efficiency and best value.

Lead financial planning, budget management and long term resource strategy

Support the Headteacher and Governors in delivering the school's strategic vision

Provide expert advice and guidance in relation to finance, HR, asset and estate management and administrative policy and practice.

Lead capital projects, procurement and value for money initiatives

This role is supported by a Finance Assistant and a Site Manager

About you

We need you to have a recognised school management qualification or equivalent to minimum NVQ4 level and have experience of financial management. You will have excellent communication, interpersonal and organisational skills.

High levels of accuracy, meticulous attention to detail whilst maintaining a "bigger picture view" and professional integrity.

Ability to work under pressure, prioritise effectively and meet deadlines.

You will be flexible, proactive and solution focused.

Please refer to the Person Specification for more information.

If you would like to find out more about the role or you wish to arrange a visit to the school, please contact Sue Lisanti, School Business Manager via the school office on 01908 375230 or email slisanti@abbeyprimary.org.

Further details are included in our application pack which is available on our website www.abbeyprimary.org. Please note that the school will be closed for the Easter holiday from 3rd April until 12th April.

All applications must be made using our standard application form; we are unable to accept CVs.

Closing date for applications: 12 noon, Monday 20th April 2026

Interview date: Thursday 30th April 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced Disclosure DBS check. The Governors take child protection extremely seriously and all references offered will be followed. This post is subject to a successful probationary period.