



E-mail: office@morley.cambs.sch.uk

School Business Manager Vacancy

20th November 2025

Dear applicant,

Thank you for your interest in our current vacancy for a School Business Manager (SBM) at Morley Memorial Primary School.

Morley is a highly inclusive, successful two-form entry city school, located on the outskirts of the city close to Addenbrookes and Cambridge University's Homerton College. The school serves a diverse community with many families linked to the university, hospital or one of the many science and technology companies located in the area.

We believe that a well run school is the backbone of a good education so this position is a **key** appointment for us. The current financial climate is challenging for all schools however, we are in the extremely fortunate position of not being in deficit and still able to set a balanced budget. Our experienced finance governors understand school finance and are very supportive of the work of our current School Business Manager. Our finances have been well managed and our premises have been invested in and maintained - we hope to continue on this footing.

The School Business Manager role is extremely diverse. Those with experience will already understand that the postholder will need to wear many hats - being able to move between financial planning at 10.20am and responding to blockages in the KS1 toilets at 10.30am is quite a skill set! We are a real team here and everyone is happy to roll up their sleeves and do what needs to be done- including the headteacher.

As an experienced headteacher I have a good understanding of school finance and have always worked closely with the SBM to ensure our financial and educational planning align. For the right person there is a high degree of both autonomy and support available as well as the opportunity to play a leading role in the ongoing success of our school.

We have a lovely office and site team who you would be working closely with and a highly effective and experienced Office Manager to work alongside on aspects such as HR, allowing you to take a more strategic leadership role.

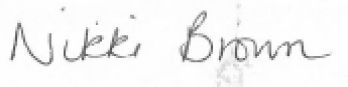
We are open to discussion on aspects such as working hours and are also open to discussion about possible home working for some hours/tasks although we feel the role cannot be fulfilled without some time in the building with the rest of the team. We wouldn't want you to miss out on our Wellness Wednesday treats in the staffroom.

We hope the recruitment pack provides you with all the information you need. If, however, there are further things you need to know, do feel free to contact us. We also recommend arranging a phone call or a visit ahead of applying if possible.

We very much look forward to receiving your application and would urge you to submit your application in good time. Shortlisting will be based upon each applicant's capacity to demonstrate how they meet the person specification so do please pay close attention to the advert, job description and person specification when completing your application.

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Nikki Brown". The signature is written in a cursive style with a large 'N' and 'B'.

Ms Nikki Brown
Headteacher