



Required For July 2026 SCHOOL BUSINESS MANAGER

Cambs LA Scale PO2, Points 31 - 34 (£41,771 - £45,091, pro-rata from 52 to 44 weeks plus holiday pay), 37 hrs per week.

Requests for flexible working will be considered.

We are seeking to appoint a talented, energetic and resourceful School Business Manager, who has a proven track record in financial and resources management, to lead our Office Team.

As a member of the Senior Leadership Team, you will be working alongside our Headteacher, the SLT, and our governors to ensure that the school continues to build on its strong reputation for providing an excellent educational offer for all its children.

Cottenham Primary School is a large, maintained school, located six miles north of Cambridge and serving the villages of Cottenham and Rampton. The school has just under 500 pupils on roll and has an annual budget of over £3 million. The school site is large and well resourced: supporting a happy and dynamic working environment.

The successful candidate will demonstrate the following skills and experience:

- Ability to provide strategic support to the Headteacher and Governing Body in all aspects of school business management.
- Understanding of key Human Resource issues, including recruitment, retention and employment law.
- Ability to take a leading role in the strategic planning of the school and develop the necessary tactics in order to ensure successful delivery of improvement plans, alongside leadership colleagues and governors.
- Manage financial management systems, including: whole school budget (including specific grants such as the Pupil Premium and the Sports Premium); accounting and reporting procedures; preparation of financial returns to external stakeholders; liaison with Local Authority and auditors; reporting to governors; and manage all financial tenders and contracts.
- Manage all aspects of the school's Health & Safety obligations alongside the Assistant School Business Manager and support the Office Manager and Site Manager in managing premises maintenance, development and lettings of school site.
- Oversee the Appraisal cycle and training of all staff (including the professional development of the Office Team).
- Likely have a successful career history as a School Business Manager or have a financial or management accounting background.

Closing date: Midday, Thursday 25th June 2026

If you would like further information about this role and/or to visit our school, please contact the school office on 01954 250227 or via office@cottenham.cambs.sch.uk

An application form, Job Description and Person Specification can be found on the school website at: <http://www.cottenhamprimary.co.uk>

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

