

# School Business Manager (part-time)

Welbourn Church of England Primary School  
High Street, Welbourn, Lincolnshire, LN5 0NH  
School Business Manager  
Grade: G8  
Permanent

Part-time (7.5 hours per week) working arrangements flexible through discussion with the Headteacher  
Start date as soon as possible



Welbourn Church of England Primary School is seeking to appoint an enthusiastic and motivated School Business Manager to take a leading role in the school regarding finance, HR and health and safety.

We are a caring village school, and we believe that we can each make a positive difference in the world. Our school business manager is a key person, working closely with the Headteacher to support strategic decisions and ensure that resources deliver the best outcomes for our pupils. The business manager also provides finance information and advice to the governors and works through relevant tendering processes with external service contracts.

We are a local authority school, using SBS and Business World, and having regular support and audits from the LCC finance team. While moving on to a new full-time role, our current school business manager will be able to provide a handover to the successful applicant, and you will continue to work closely with our very experienced and capable Senior Administrator.

Our ideal candidate will be hard working and motivated, keen to develop their own professional practice, and will be able to work effectively with the Headteacher to allow everyone in school to thrive.

Please see the job description for more information.

## **We can offer...**

- The opportunity to work closely with our Headteacher to make a real difference for our children, parents and staff;
- Support and encouragement for you to continue your professional development;
- A Christian ethos and culture where the wellbeing and achievements of every child and staff member are valued and supported;
- The support of Lincolnshire County Council Finance Team, who provide a package of financial and HR guidance and assistance; and
- A well-established proactive, and knowledgeable governing body who play an active role in supporting improvements and maintaining accountability.

## **You will need to...**

- Previous experience working in a school business setting is preferable;
- Be able to think strategically and work in the best interests of the school with courage, determination and empathy;
- Promote the highest standards of business ethos within the administrative function of the school, ensuring the most effective use of resources and thinking widely and innovatively to maximise the quality of education for our pupils;
- Be accountable for the probity, efficiency and accuracy of payroll and finance systems and processes;
- Be responsible for financial resource management;
- Have knowledge of best practice when managing the Pupil Premium, sports and SEND grants in order to support the Headteacher to maximise their potential impact;
- Understand the need for integrity and discretion when dealing with finance and HR issues in a small team;
- Have previous experience in budget setting, forecasting, and scenario planning and support the Governors and Headteacher in strategic decision making;
- Have experience in using SBS financial software and Business World; and
- Be excellent at prioritisation and coping effectively with the pressures of a busy role.

## **How to apply**

Visits to the school are warmly welcomed and encouraged. Please contact the school office to arrange these by phoning 01400 272798 or by emailing [enquiries@welbourn.lincs.sch.uk](mailto:enquiries@welbourn.lincs.sch.uk)

Further information and an application form can be obtained from the school website at [www.welbournprimary.co.uk/vacancies](http://www.welbournprimary.co.uk/vacancies).

**Closing date:** Friday 27<sup>th</sup> February 2026

**Interview date:** Week commencing 2<sup>nd</sup> March 2026

Our 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 candidate will be subject to an enhanced DBS check and satisfactory references. Pre-employment checks are in line with "Keeping Children Safe in Education." Please note, we may also include an online search of shortlisted candidates (as per para 221 of KCSIE).

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.

All shortlisted candidates will need to verify their eligibility to work in the UK at interview.