



School Business Manager (part time)

Grade N6, Salary: £31,586 - £34,314 per annum 1.0 FTE
Adjusted salary for 1.0 FTE Term Time only is £26,727 - £29,035

Part time options to be considered:

Part time adjusted salary for 0.6 FTE £16,036-£17,421

Part time adjusted salary for 0.8 FTE £21,382-£23,228

Join our dynamic team as a School Business Manager.

Are you a highly motivated professional looking for an exciting new challenge? The newly established ONE (Owl North East) Trust, a vibrant multi-academy trust, are looking for an SBM to join our friendly team, based at one of our primary schools – Westerhope Primary.

Westerhope Primary School are looking to appoint a School Business Manager who is enthusiastic, organised, friendly and wants to be part of our welcoming and supportive school. We are passionate about ensuring our school meets its potential and you would be part of making that happen.

This is your chance to make a significant impact within one of the schools within our trust. We are seeking individuals who are ready to bring their energy and expertise to our innovative educational environment.

Why Join Us?

- **Be Part of Something New:** Help shape the future of our school and multi-academy trust from the ground up.
- **Dynamic Work Environment:** Thrive in a role that offers variety and the opportunity to work with a passionate team.
- **Immediate Start:** Position is available immediately or by 1st September 2025 at the latest.

If you're ready to take your career to the next level and make a real difference in the education sector, we want to hear from you!

The successful candidate will have the following skills:

- **Strategic Planning:** Strong analytical and planning skills.
- **Finance:** Expertise in financial management, budgeting and reporting.
- **Human Resources:** Proficiency in Human Resource management and staff coordination.
- **Estate Management:** Ability to manage facilities, building projects and resolve issues.
- **Administration:** Excellent organisational and administrative skills.
- **Marketing and Liaison:** Effective communication and networking abilities.
- **General:** Commitment to equality, safeguarding and maintaining a safe environment.

We would like to hear from those candidates who feel that they can demonstrate the characteristics and skills we are looking for and hold the relevant experience/qualifications to meet the demands of this post.

You will be based at Westerhope Primary School. At the request of ONE Trust, you may be required to conduct your duties elsewhere to facilitate learning or social activities off the school premises. The Trust reserves the right to change your area of work, temporarily or otherwise, as may be required, subject to reasonable notice and prior consultation with you.

Westerhope Primary School is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. You will be responsible for the safety and welfare of the children in your care in line with KCSIE 2024.

Application Details: Please visit these websites to find the Job Description, Person Specification and to download the application form:

<https://teaching-vacancies.service.gov.uk/jobs/school-business-manager-westerhope-primary-school>

<https://www.onetrustacademies.org.uk/vacancies>

Further information about the ONE Trust is available from our website:

www.onetrustacademies.org.uk

Closing Date: Thursday 19th June

Please send your application form and covering letter to:

All applications must be returned by post or delivered directly to school (not by email)

Shortlisting will take place on Friday 20th June. We will email those candidates successful for interview.

First interviews and assessment will be held on Monday 23rd June

Interested candidates are warmly invited to visit our school and have an informal chat about the role. Please contact the school to book a visit or find out further information about the post. Phone: 01912674750 or email admin@westerhope.newcastle.sch.uk

Are you ready to take your career to the next level and make a significant impact in the education sector? Join us and be part of something extraordinary!

Westerhope Primary School, Hillhead Road, Westerhope, NE5 1NE



Westerhope Primary School
Reach the stars through learning

