
Cold Harbour CE School

Highland Close, Bletchley, MK3 7PD

Visits to the school are warmly welcomed and encouraged. Please contact Julie Prosser, the Office Manager, office@coldharbour.milton-keynes.sch.uk or on 01908 270377 to make an appointment.

School Business Manager
Pay Grade G1-G4 depending on experience (Full time Salary £36,124 - £40,476)
Permanent, 25 hours per week, 41 weeks per year
Start date: 01/07/2025

About our School:

Cold Harbour is a warm and loving primary school where we encourage everyone to 'Let your light shine.' We are all proud to be members of our school community and have happy children who love learning.

We can offer you:

- A welcoming, caring and dedicated staff, committed to providing the best outcomes for our children.
- Excellent opportunities for continued professional development.
 - A strong, ambitious and supportive leadership team.
- A nurturing, inclusive culture and ethos that recognises the efforts of all members of the school community.

About the Role:

We are seeking to appoint an experienced School Business Manager to join our fantastic school. You will be a key member of the School Leadership Team, contributing to the strategic planning of Cold Harbour. We can offer a flexible working arrangement where you will control your working week, taking into account deadlines and the variety of roles within the job specification.

Having overall responsibility for the financial management of all aspects of school life, you will be supported by a dedicated office team, who administer some of the day-to-day financial aspects of the role. You will, with the assistance of the site manager, be responsible for the strategic oversight of site facilities, health and safety and meeting all policy, statutory and reporting obligations. Please see the role profile for more details.

To be part of our caring, happy school, ideally you will have:

- CSBM/DSBM qualification or equivalent business/financial management qualification.
 - Strategic insight.
- The ability to manage workloads under pressure, prioritise and problem solve.

- Experience and ability to manage a team.
- Excellent interpersonal and communication skills.
- Human Resource Management. The nature of the post will bring the post holder into contact with a wide range of people both within and outside of the school and the post holder will be expected to maintain excellent relationships with all stakeholders.
 - A commitment to whole school development.
- A commitment to the ethos of the school that is inclusive and inspirational.
 - Initiative and creativity.

Closing date for applications: 23/05/2025