



Falconhurst School

High Trees, Eaglestone, Milton Keynes, MK6 5AX

Louise Aird

School Business Manager
£37,280 to £41,771 FTE (£30,132 - £34,375 actual) depending on experience
Permanent
Start date: 05/01/2026

About our School:

Falconhurst School is committed to safeguarding our children and expects all staff and volunteers to share this commitment. All applicants will be subject to reference requests and Disclosure and Barring checks. All applicants must submit a completed application form, no CV's are accepted. Visits to the school are welcomed and can be arranged with the school office. Application Forms can also be requested from our school office: office@falconhurstschool.co.uk

About the Role:

Falconhurst School is seeking a highly organised and proactive full-time School Business Manager to join our committed staff team. This pivotal role will directly assist the Head Teacher by the provision of detailed financial planning and operational management of all the non-teaching functions of a smaller school, ensuring efficiency and best value. You will also provide expert advice and guidance to the HT and Governors in relation to finance, HR, asset and estate management and administrative policy and practice.

The following qualifications and experience are a requirement for our appointment:

- Recognised school management qualification or equivalent to minimum NVQ4 level
- Proficient use of standard IT business packages with particular competence in spreadsheets and management information systems
- Strong understanding of school budget management, accounting, and financial compliance.
 - Agreement of, and adherence to, reporting deadlines in accordance with academic year
 - Excellent organisational skills with the ability to provide accurate, timely financial advice.
 - Experience of working with external financial bodies and managing related reporting and compliance.

- Ability to train and support staff in financial responsibilities.
- Demonstrable commitment to safeguarding and promoting the welfare of children.

It is also critical that our newly appointed SBM can consistently be proactive and solution-focused with strong attention to detail. An excellent communicator and team player who fosters collaboration and positivity and who proudly contributes to an inspiring, motivating school culture.

32 hours per week, 42 weeks per year with the potential for flexible working patterns.

Closing date for applications: 09/11/2025