Langland Community School

Langland Road, Netherfield, Milton Keynes, MK6 4HA

Mrs Debbie Richardson 01908 670712 / deborah.richardson@langlandschool.org.uk

School Business Manager
£33,119 - £37,563 FTE
Pernanent
Start date: 07/12/2026

About our School:

Safeguarding
NPAT / Langland Community School is committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices in line with Keeping Children Safe in Education (KCSIE). All successful candidates will be required to complete an Enhanced DBS check and other relevant clearance checks.

About the Role:

Liaise with: NPAT Central Team, The Schools Governing Body, The School Senior Leadership Teams, Support Staff, Teaching Staff, Pupils, Catering Manager, External Contractors
Responsible for: School Office Team, Site Team, external contractors

Key responsibilities:
1. Financial Oversight of School budgets
2. HR Management
3. Facility and Property Management
4. Health and Safety Management

• The School Business Manager is responsible for financial oversight, Administration Management, Human Resource Management, Facility and Property Management and Health and Safety Management of the School.
• Responsibility for developing clear processes and practices throughout the school in line with NPAT procedures.

• To facilitate the effective delivery of the non-teaching operational aspects of the school.
• To strategically advise the school leadership team on all operational aspects in relation to non-teaching support.
• To manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines.
• To manage and oversee the financial, premises and administrative functions in the school.
• To assist in the management of all financial resources of the school and to offer strategic guidance on non-teaching aspects.
• To ensure the admin support staff are deployed in an effective way in order to provide an efficient administrative service to the Leadership Team, teaching staff and Governing Body.
• To jointly develop administrative procedures for the school in line with NPAT procedures and to be responsible for the agreed procedures in order to ensure ththat all legal requirements are met.
• To assist with income generation, seek funding opportunities and preparing bids as necessary.
• To ensure a high standard of confidentiality and integrity in all school matters.

Closing date for applications: 04/12/2026

Alternatively, you can apply here: https://www.langlandschool.org.uk/our-school/staff-vacancies