



Barn Croft Primary School School Business Manager Vacancy

Salary Range: PO6- £52,584

Contract: Permanent X4 days - Term Time Only pro rota (39 weeks)

Required for: As soon as possible

Join our thriving primary school - be part of the journey!

Are you an experienced and proactive business professional seeking a meaningful role in a supportive and dynamic school environment? Barn Croft Primary School is on a rapid journey of improvement, and we are looking for a dedicated School Business Manager to join our leadership team. This is a key strategic role, commencing September 2025, and is offered on a part-time basis four days a week.

At Barn Croft, you'll find a thriving, supportive environment within a great team. We celebrate diversity and foster a collaborative spirit among staff. Flexible working arrangements, manageable workloads, and a strong commitment to staff health ensure you feel valued and supported. We're on an exciting journey of improvement, and you can be a part of it! As part of our leadership team, you will play a vital role in supporting our continued growth and development.

The successful candidate will be:

- Skilled in finance, HR, premises management, and administration within a school setting
- Highly organised, efficient, and able to prioritise effectively in a busy environment
- A confident communicator, able to work collaboratively with staff, governors, and external agencies
- Strategic in their approach to budget planning, resource management, and income generation
- Committed to safeguarding and supporting the wider school community
- Enthusiastic about working in a child-centred environment and contributing to the life of the school

What We Offer:

- A warm, welcoming school with fantastic children and a dedicated staff team
- A vital leadership role, working closely with the Headteacher and Governors
- Opportunities for professional development and networking across our soft federation of schools
- A strong emphasis on staff wellbeing and work-life balance
- Excellent transport links and on-site parking

Barn Croft is an inclusive and happy one for entry primary school in Walthamstow, fostering a child-centered environment that prioritises academic success, social-emotional well-being, and resilience. Our core values - courage, love, and excellence - guide everything we do. Our children are well behaved, inquisitive and eager to learn. We believe in a strong partnership between staff, students, parents, and governors to achieve our shared vision.

We look forward to welcoming you to Barn Croft!

Adrien Schweitzer
Headteacher

Application

Please submit your application form to headteacher@barncroft.waltham.sch.uk **Please note that CVs will not be considered and will automatically be disregarded. A valid application form will need to be completed.**

Application information

We welcome visits from applicants please contact the school office to arrange a visit or for further information about the post on 0208 521 1145 or school@barncroft.waltham.sch.uk

Closing date: Thursday 18th September 2025 at noon

Interviews: Monday 22nd September

Due to the high number of applicants it is not possible to contact every candidate individually, therefore, If you have not heard from us by **Friday 18th September at 7pm** then please assume that your application has been unsuccessful on this occasion.

Safeguarding

Barn Croft Primary School is an equal opportunities employer and is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. Any offer of employment for this post will be subject to satisfactory reference checks with previous employers along with The successful candidate will be subject to pre-employment checks including an enhanced Disclosure and Barring Service check (DBS).

Barn Croft Primary School
2 Brunel Road
Walthamstow
E17 8SB