



## Barleyhurst Park Primary School.

Forfar drive, Bletchley, Milton Keynes, MK3 7NA.

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Headteacher: Mrs Wendy Smith Bed (Hons) NPQH.

**Business Support Manager** Grade F (FTE: £32,061-36,363) Actual:£23,138-£26,229  
Barleyhurst Park Primary School is looking for an experienced Business Support Manager for 30 hours a week, 40 weeks of the year needed for September 2026.

The successful candidate requires experience and extensive knowledge of financial systems. They would need to be highly organised in their day-to-day work, be able to prioritise effectively, and meet deadlines. To negotiate, manage and monitor contracts, tenders and agreements. Ideally, you should have experience of working within a school environment although this is not essential.

This is a fantastic opportunity for someone to join our committed school team and to improve systems within the office. Governors strongly support opportunities to undertake further training. Visits to the school are encouraged.

To arrange a visit or to request an application form or for further details of the role, please contact the school office. Application forms available on the school website.

*Barleyhurst Park Primary School is fully committed to safer recruitment practice. Pre-employment checks will **always** be undertaken before any appointment is confirmed. All prospective employees are subject to enhanced DBS check. We are an Equal Opportunities employer. All applicants must submit a completed application (CVs not accepted). Online searches may be carried out on shortlisted candidate as part of our due diligence checks.*

Closing date: Friday 3<sup>rd</sup> July 2026  
Interviews: Week beginning 6<sup>th</sup> July 2026