



Barleyhurst Park Primary School.
Forfar drive, Bletchley, Milton Keynes, MK3 7NA.
Telephone: 01908 378291

www.barleyhurstpark.com
E-mail: office@barleyhurstpark.com
Headteacher: Mrs Wendy Smith Bed (Hons) NPQH.

School Business Manager Grade G (FTE: £37,280-£41,771) Actual: £32,316.05-£36,209.06 or
Business Support Manager Grade F (FTE: £32,061-36,363) Actual: £27,791.98-£32,316.05
Barleyhurst Park Primary School is looking for an experienced School Business Manager
for 37 hours a week, 40 weeks of the year.

We are seeking to appoint a School Business Manager. We will also consider applicants at Business Support Manager level who can demonstrate the potential to progress and who are willing to complete the required Business Manager training. The final appointment will be made at the appropriate level, depending on the experience and qualifications of the successful candidate

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. 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.

*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)*

Closing date: Wednesday 7th January 2026
Interviews: Monday 12th January 2026