

CHALKHILL PRIMARY SCHOOL

Barnhill Road - Wembley - Middlesex - HA9 9YP



'Learning together to aspire and achieve.'

Telephone : 020 8904 4508

Website: <http://chalkhillprimaryschool.uk>

E-Mail: admin@chalkhill.brent.sch.uk

Follow us on X (Twitter): @ChalkhillSch

Head teacher: Mr Rayno Cloete

School Business Manager

Required from April 2026 or earlier

PO4 Point 38 £49,282 Point 41 £52,413 + LW £2,301

Hours: Full time 36 hours per week. All year round

Closing Date: Friday 6th March 2026

Interview Date: TBC

Start Date: 1st April 2026

We are searching for a new Business Manager to join our positive, collaborative school. We have an enthusiastic and supportive staff team, who work effectively together and provide inspirational and challenging learning. As part of the senior leadership team, you will play a significant role in both the strategic, and day-to-day operation of the school.

The School Business Manager leads the school's business including finance, human resources, estates, health and safety. You will be supported by experienced administrative and site staff, who know the school well. If you would like to be part of our dynamic and forward-looking school and think you have the drive and ambition, high expectations and talent to join our highly effective and harmonious team, please apply.

We are looking for someone who:

- Is professional, well organised and motivated.
- Can work independently using their initiative as well as part of a team.
- Is able to maintain strict confidentiality, integrity and discretion.
- Has an excellent understanding of accounting/budget management and personnel systems with experience in schools.
- Has awareness and commitment to safeguarding.

We can offer you:

- Well established financial systems within the school.
- An experienced Governing Board.

Closing date: Friday 6th March (by 4pm)

Short listing: TBC

Interviews: TBC

Complete the non-teaching application form and return it to the School Office at admin@chalkhill.brent.sch.uk

Application packs are available to download from the school website at www.chalkhillprimaryschool.co.uk



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Visits are warmly welcome. Please contact the school office on 0208 904 4508 to make an appointment or email the school office. Chalkhill Primary School is committed to the welfare and safety of its pupils and expects all staff to share this commitment. The successful candidate will be required to undergo the necessary Disclosure & Barring Service (DBS) checks



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