Blue Hills Federation

Clunbury CE Primary School | Newcastle CE Primary School | St Mary's Bucknell CE Primary School
Acting Executive Head Teacher: Kathryn Jones - Email: head@bhf.shropshire.sch.uk

Federation Business Manager
Permanent
14 hours per week with the requirement to work extra hours as needed.
Term time + 5 days
Grade 10 – points 26 – 28 (£19.96 - £20.96)

Required from 1st January 2027 but earlier to work alongside the current post holder if possible.

The Governors of The Blue Hills Federation are looking to appoint an experienced School Business Manager to play a key role in the administration and leadership of our happy and thriving federation at a time of change as a new Executive Head will also start in January.

The School Business Manager role is an exciting balance of operational and strategic responsibilities including finance, HR, Health & Safety and premises.

The successful candidate will also be an important member of the Senior Leadership Team.

We are looking for someone with strong financial skills and preferably Local Authority experience, including ERP, although training will be provided for the right candidate.

All of our schools have a family feel and we are looking for someone who would fit in well with our ethos; a passion for education and the ability to contribute to school improvement.

We are seeking a School Business Manager who:

- Is determined to make a difference to our school community
- Can ensure effective management, reporting and recording of school finances
- Demonstrates emotional intelligence, integrity and confidence
- Is a highly effective communicator
- Works well as part of a team

The Federation can offer you:

- Children and staff who enjoy working together
- An inclusive and caring ethos
- A committed and dedicated staff team
- A supportive leadership team with excellent CPD opportunities
- A warm and positive environment where everyone is valued

For further information or to make an appointment to view the schools please email sbm@bhf.shropshire.sch.uk.

Closing date: 20 November 2026
Interview date: 26 November 2026