



Summerfield School

Downley Avenue
Bradwell Common
Milton Keynes
MK13 8PG

Email - recruitment@summerfieldschool.org

Telephone - 01908 662585

School Business Manager
Grade H1-4 (dependent on experience), FTE £41,511 - £45,718 (pay award pending)
Permanent - 37 hours per week, 41 weeks per year (including Inset Days)
Start date: 02/06/2025

About our School:

We are a two-form entry primary school situated in Bradwell Common near the centre of Milton Keynes and we are a part of The Blue Sky Federation, alongside Heelands School. Our children are taught in small classes from EYFS through to Year 6 and we have a strong team of dedicated and enthusiastic staff working with them across the school.

It is our intention to develop the whole child, helping them to grow as both lifelong learners and proactive, responsible citizens. In order to do this successfully, we strive to build meaningful and trusting relationships with our families. This starts with the very highest pastoral care; we know that children thrive academically, socially and emotionally if they are nurtured, free from worry and have all their needs met.

As a school community, we celebrate diversity and use people's experiences and strengths to motivate and stimulate. We recognise that children and adults perform best when they are nurtured, encouraged and valued.

“Leaders have created a positive staff team who feel well supported and proud to work at the school. Staff value the support from leaders regarding their well-being and workload.”

Ofsted Inspection - June 2022

About the Role:

Are you a dynamic, driven professional ready to take on a key leadership role in a vibrant and welcoming school community? We are looking for an exceptional School Business Manager to join our dedicated team at a well-established and friendly maintained primary school in Milton Keynes. This is a fantastic opportunity to make a lasting impact at the heart of our school's success. As a valued member of the Senior Leadership Team, you will be instrumental in overseeing the school's financial strategy and budget management, ensuring robust systems are in place to support our educational priorities. You'll bring your expertise in HR to lead on recruitment, staff wellbeing, and compliance, fostering a positive and professional environment for our talented team. Your commitment to health and safety will help us maintain a safe, well-managed site where children can succeed and grow.

This role is ideal for someone who thrives on variety, can think strategically while handling the day-to-day, and is passionate about making a difference in education. You will lead a settled and supportive office team who value collaboration and a good sense of humour. In return, we offer a warm and inclusive working environment, the chance to be part of a strong leadership team, and the satisfaction of knowing your work directly contributes to the success and wellbeing of our children and staff.

In return, we can offer a competitive salary, a generous employer pension contribution rate and one paid wellbeing day per academic year.

If you're ready to bring your skills, energy, and vision to a school where your contribution truly matters, we'd love to hear from you. Please email recruitment@summerfieldschool.org or call 01908 662585 to arrange a visit or a telephone conversation with our Executive Headteacher, Ian Fraser-Kirkup.

Application closing date : Monday 5th May 2025

Shortlisting: Tuesday 6th May 2025

Interviews : WB Monday 12th May 2025

Closing date for applications: 05/05/2025

Alternatively, you can apply here: <https://www.summerfieldschool.org/summerfield/about-us/vacancies>