



LESLIE MANSER PRIMARY SCHOOL

Kingsdown Road
Doddington Park
Lincoln LN6 OFB
NOR 265
Age range 4 – 11

School Business Manager

(Required September or earlier if possible)

Contract: One Position for 35 hours per week, term time only plus up to 5 training days.
Salary Scale G8, Point 21-24 pro-rata

We are seeking to appoint a Business Manager to join our staff team.
The successful candidate will support the Head Teacher and Governors and will have responsibility for leading on:-

- Overseeing the school's finances, forecasting income and expenditure for the school's budget
- Overseeing facilities, health and safety and risk assessments
- HR administration and support services
- Ensuring the school is compliant with legal and safeguarding requirements
- Overseeing the school's procurement of supplies and their costs

We are looking for someone who:

- Can use Business World On finance package, or be willing to learn
- Is proactive and able to multi-task
- Works well as part of a team and has a sense of humour

Potential applicants are encouraged to ring and make an appointment to come and look around the school.

Application forms and further information are available from the school.

Website: www.lesliemanser.lincs.sch.uk or email enquiries@lesliemanser.lincs.sch.uk

Closing date for applications is 17/7/25 at 12pm.

Interviews will take place on Monday 21st July.

All applications are to be submitted on the application form found on the school website, with an accompanying letter emailed to enquiries@lesliemanser.lincs.sch.uk.

Letters will only be sent to successful applicants. If you do not hear from us, please assume you were unsuccessful on this occasion.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. This post is subject to enhanced Disclosure and Barring Service check, medical clearance and verified references. Written references will be taken up at shortlisting stage, prior to interview. All shortlisted candidates will need to verify their eligibility to work in the UK at interview. All Pre-employment checks are in line with "Keeping Children Safe in Education".