



The Winchcombe School  
Improving as One  
Maple Crescent, Newbury, RG14 1LN  
Head Teacher: Mr M Percy

School Business Manager  
Permanent

Full Time (term time only) 37 hours per week plus 3 weeks during the school holidays.  
(strong possibility of part-time for the right candidate)

The Winchcombe is a popular and vibrant school. We are ideally looking for an experienced School Business Manager to be an integral part of our Senior Leadership Team.

✔ **We're looking for someone who has:**

- Previous experience in a School Business Manager role
- Integrity, professionalism and accountability
- A creative flair, forward thinking and a problem solver
- The ability to work to strict deadlines
- Sound knowledge of SIMS/FMS/School Business Services (SBS)
- DSL trained or happy to undertake to become part of the Safeguarding Team
- Sound knowledge of school recruitment processes and procedures, including the Single Central Record (SCR)
- In depth knowledge of Schools Health & Safety regulations
- Awareness of Human Resource procedures and processes
- A calm head under pressure
- A great sense of humour!

**Why Join Us?**

The Winchcombe School is a super friendly, vibrant community where every staff member plays a vital part in our children's success. We offer:

- A supportive and collaborative working environment.
- Professional development and training opportunities.
- The chance to make a difference to the learning journey of our youngest children.
- An opportunity to be part of an exciting future

 **Hours & Salary:**

- 37 hours per week, term-time only, plus 3 weeks during holidays and attendance at Governor meetings (evenings). Salary Grade H FTE £34434-£39862 (pay award pending and to be prorated according to hours & length of service). Possibility of part time for the right candidate. Working hours to be mutually agreed.

 **How to Apply:**

Visits to the school are encouraged. Please call 01635 232780 to arrange a visit.

An Application Pack is available on our website [www.winchcombe.w-berks.sch.uk](http://www.winchcombe.w-berks.sch.uk)

Please note that we cannot accept CVs. Application forms must be completed in full.

Please email your completed application form to Clair Lloyd-Butler at [recruitment@winchcombe.w-berks.sch.uk](mailto:recruitment@winchcombe.w-berks.sch.uk) by **Monday 13th** July 2026, 10am. However, we reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as soon as possible.

Interview date to be confirmed.

*We are committed to securing genuine equality of opportunity in all aspects of our activities as an employer and education provider. The school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to have evidence of, or undertake an Enhanced DBS check. Other Pre-employment checks will be undertaken.*