# Holy Trinity CofE Primary School

## To Cover Maternity Leave – December 2026 until December 2027

## School Business Manager

| | |
|---|---|
| Grade | Band G |
| Contract Type | Temporary to cover Maternity Leave |
| | + 5 Training Days |
| | 37 hours a week (full time) |

*The school's vision promotes a culture of compassion, encouragement and respect for pupils and adults. This is lived out daily in the consideration and provision for everyone in the school community.*

***The Governors at Holy Trinity CofE Primary School are seeking to appoint a talented and enthusiastic School Business Manager to join our team at Holy Trinity.***

At Holy Trinity C of E Primary, we truly believe in fostering a vision of human flourishing for everyone in our team. We understand that every employee is key in improving outcomes for our children, and we are wholeheartedly committed to supporting those who are keen to enhance their skills and knowledge.

The Business Manager will play a key role in ensuring the effective and efficient day-to-day management of the organisation. Working closely with senior leaders, staff and external partners, you will have responsibility for a range of financial, administrative, operational and resource-management functions.

This is an excellent opportunity for an experienced professional who enjoys working in a varied role and who can demonstrate strong organisational, financial and people-management skills.

The successful candidate will demonstrate:

- Significant experience of working in a business, finance or operational management role.
- Excellent financial and budget-management skills.
- Strong organisational and administrative abilities.
- Experience of managing resources and supporting effective operational delivery.
- Excellent communication and interpersonal skills.
- The ability to analyse information and produce clear, accurate reports.
- Strong IT skills and confidence using Microsoft Office and relevant financial/business systems.
- The ability to work independently, use initiative and make sound decisions.
- Excellent attention to detail and the ability to manage competing priorities.
- A professional, flexible and positive approach to working with colleagues and stakeholders.

In return we can offer:

- A varied and rewarding role with significant responsibility.
- The opportunity to work closely with senior leaders and make a positive contribution to the organisation.
- A supportive and collaborative working environment.
- Opportunities to develop your skills and experience.
- A role where your financial, organisational and management expertise will be valued

Deadline for applications: 12 noon - 9th November 2026
Shortlisting: 9th November 2026
Observations and Interviews: Week commencing: 16th November 2026

Please email the Business Manager bal.arora@holytrinity.sandwell.sch.uk to receive an application pack.

Visits to school are encouraged. These can be scheduled by calling the main office on 0121 553 1573 to arrange a visit.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This job role involves regular contact with children and will fall under regulated activity.

This post is exempt from the Rehabilitation of Offenders Act 1974 and is eligible for an enhanced DBS check including a Children's Barring List Check. Applicants, who are barred from working with children, are breaking the law if they apply for this post.

Online Search - An online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process, and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

This post is covered by Part 7 of the immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

The child protection and safeguarding policy can be accessed on our website.
https://www.holytrinitycofe.co.uk/attachments/documents.asp?id=327

The policy on employment of ex-offenders can be accessed on our website.
https://www.holytrinitycofe.co.uk/attachments/download.asp?file=4&type=pdf