



Broadbent Fold

Primary School and Nursery

Tennyson Avenue, Dukinfield,
Cheshire, SK16 5DP
Telephone: 0161 303 9411
admin@broadbentfold.tameside.sch.uk
www.broadbentfold.tameside.sch.uk
Headteacher: Mrs C Parker

SCHOOL BUSINESS MANAGER

Salary Grade G, points 23 – 28: £20,660 - £23,707 per annum

22.5 hours per week, all year round Tuesday, Wednesday and Thursday,
plus INSET Days

The Governors of our friendly, inclusive primary school are seeking to appoint a Business Manager to be part of our hardworking, dedicated and supportive staff team.

We are looking for someone who is enthusiastic, conscientious, efficient and honest. Someone who is able to use their skills to support and enhance all aspects of school life. You will work as part of the Senior Leadership Team in a flexible and professional manner, manage a team of staff, have excellent self organisation skills and the ability to use your initiative and work independently.

Applicants are welcome to visit the school prior to the closing date. Please contact the school to make an appointment.

Applications are particularly welcomed from candidates who have worked in a school administrative environment and have an accountancy qualification.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced DBS and full background check.

Closing date: **Monday 29th June 2026**

Short listing: **Tuesday 30th June 2026**

Interviews: **Friday 3rd July 2026**

