



St. Dunstan's Catholic Primary School

Onslow Crescent, Woking, Surrey, GU22 7AX

www.stdunstans.surrey.sch.uk

School Business Manager

Start date: September 2026

St Dunstan's is a happy, caring and compassionate school community with a relentless commitment to continuous improvement and to providing the very best education for our children, so that every child can achieve their full potential.

St Dunstan's is an oversubscribed Catholic, three-form entry primary school close to the centre of Woking, Surrey. We are proud to have received outstanding outcomes from both our recent Ofsted inspection and Catholic Schools Inspection.

*'Pupils at St Dunstan's thoroughly embrace the school's distinctive Catholic identity and are immensely proud to live out the ethos of "Faith, Love and Excellence"'.
(CSI 2026)*

'Pupils receive an exceptional education here.' (Ofsted 2025)

School Business Manager

We have an exciting opportunity for a highly motivated individual to join our team as a School Business Manager from September 2026. We welcome applications from both experienced School Business Managers and those at an earlier stage in their career, including candidates with relevant transferable skills from similar fields.

This is a key role, central to the effective running and future development of the school, within a supportive and forward-looking school community. The role has a strong focus on strategic financial management and income generation, including responsibility for setting, monitoring and reporting on the school budget. You will also lead and line manage our dedicated Administration and Premises teams, including oversight of the school site, premises and health & safety. You will be supported by an experienced Premises Manager and School Office Manager, working as part of a strong and collaborative team.

We are seeking someone with the right skills, drive and attitude to make a meaningful contribution. The responsibilities and salary for the role will be aligned to reflect the experience and expertise of the successful candidate, offering the opportunity to shape the position accordingly.

Over time, there will be scope for the role to develop further, including increased strategic leadership of human resources, reflecting the continued growth and development of the school.

As part of the Senior Leadership Team, the School Business Manager will work alongside colleagues to shape and deliver the school's strategic direction, contributing to continual improvement and ensuring excellent outcomes for all pupils.

Faith, Love, Excellence

Hours of work:

36 hours per week for 44 weeks per year (term time 5 weeks)

Salary:

Depending on level of experience:

Surrey Pay Scale 9 (FTE: £41,585 - £45,135)

Surrey Pay Scale 10 (FTE: £47,142 - £51,175)

Our ideal candidate will:

- Be a strategic thinker, detail-focused, with high expectations of themselves
- Have experience of successful leadership and/or management
- Be adaptable, able to manage multiple priorities and embrace new challenges
- Have the capability to support the school's strategic development, including new projects and income generation
- Be able to lead and inspire teams, promoting high standards and positive working culture
- Have strong IT skills, particularly in Excel, and experience of financial/accounting systems
- Have knowledge of and/ or experience of HR processes, payroll and procurement
- Have excellent organisational and communication skills
- Be committed to the wider life of the school, working effectively with staff, governors, children and families.
- Fully embrace and promote our Catholic ethos, vision and values

About us:

- We are a dedicated, caring and supportive staff team
- We offer an inclusive Catholic community where Jesus is at the centre of all we do- all are welcome to apply
- Our children are happy, motivated and demonstrate exemplary behaviour
- Ofsted (2025) recognised that the quality of education at our school is 'exceptional'
- Our staff feedback tells us that 100% of staff are proud to be part of our school community
- We benefit from excellent resources, fantastic facilities and beautiful grounds
- Our parents are highly supportive, and we have an active and successful FoSD (PTA)
- We are supported by committed, engaged and hardworking Governors

Further information

We warmly welcome visits to the school and the opportunity to meet our team and learn more about the role. To arrange a visit, please contact Eileen Chamberlain (Admin Manager) by telephone on 01483 715190 or via email echamberlain@stdunstans.surrey.sch.uk

Application forms are available to download from eTeach or from the school's website under staff vacancies: www.stdunstans.surrey.sch.uk

Closing date for applications: Friday 12th June 2026

Interviews will be held: week commencing Monday 15th June 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, we encourage you to please submit your application as early as possible.

St. Dunstan's Catholic Primary School is committed to safeguarding and promoting the welfare of children in its care and expects all staff and volunteers to share this commitment. This means that we have a Child Protection and Safeguarding Policy and procedures in place. The successful candidate will be required to undertake or currently hold an enhanced DBS check and have satisfactory references.

We are an equal opportunities employer and welcome applications from all suitable qualified candidates.