



Grendon Underwood Primary School
A member of Warriner Multi Academy Trust
Main Street, Grendon Underwood, Aylesbury HP8 0SP
Telephone: (01296) 770388
E-mail: recruitment.4007@warriner.oxon.sch.uk
Headteacher: Mrs Jayne Myers

School Business Manager
Permanent Part Time 20hrs per week
Start date: September 2026

At Grendon, our vision is to foster a love of learning in an inclusive and nurturing environment which empowers all children to reach their full potential. Our children are 'curious, questioning and have a palpable love of learning. Pupils thrive in a safe, caring, and ambitious environment.' (OFSTED February 2024) At Grendon, staff morale is high and staff love working in a school that is the heart of the community.' (OFSTED February 2024)
Our school is a nurturing one-form entry school, situated in the village of Grendon Underwood between Bicester and Aylesbury, and boasts a high-quality and ambitious curriculum that begins in the early years. Last year, our EYFS was awarded the Quality Assurance award.

We are seeking to appoint an enthusiastic and dedicated School Business Manager to join our thriving and successful school. This will be a permanent post to work 20 hrs Monday 8:30 am-3:30 pm, Wednesday 8:30 am-4:00 pm and Thursday 8:30 am-3:30 pm (to include a 30 min unpaid lunch break), there is some flexibility on working days/hours and can be agreed at interview. Term time only plus 3 additional weeks during the holidays –This post is paid at R4 or R5 dependent on experience. Range 4 Points 21-25 salary £31,424-£33,735 Pro Rata – Actual salary £15,189 and R5 Points 26-30 salary £34,319-£36,975 Pro Rata. Actual starting salary £16,588

We are looking for:

- Excellent communication skills, be well-organised and able to work effectively - both independently and as part of an enthusiastic and nurturing team
- Motivation and a true passion for all children to achieve their potential
- High expectations of themselves and the young people
- Initiative, dedication, and energy
- Excellent literacy and numeracy skills
- A commitment to working in a team and understanding the importance of strong working relationships

We can offer:

- A personable and supportive team ethos and enthusiastic children who have highly positive attitudes to learning
- A positive and thriving school environment which is intent of our pupils achieving more with a clear moral purpose and drive for 'excellence for all our students'
- A dedicated, supportive staff committed to improving standards
- A commitment to CPD, enabling you to grow as a professional and supported by Growing Great Support Staff
- Excellent indoor and outdoor facilities in a large spacious setting
- Supportive parents and governor
- Excellent opportunities for career progression and development opportunities
- A clear staff well-being strategy package that includes our confidential Employee Assistance Programme with access for all staff to Face to Face Counselling, Stress Management, 24/7 GP access, Physiotherapy, Menopause Counselling and Support, Men's Mental Health Wellness, Bereavement Support, Nurse Support Service, Maternity & Paternity Support and Financial Wellbeing Support

We are an inclusive school committed to diversity; do look at our school website and social media sites to get a feel for our learning offer. School visits are warmly welcomed and encouraged. To book a visit email: office@gucs.org.uk

Application Procedure

If you would like to discuss the role or find out more, please contact Jayne Myers, Head of School on 01296 770388. A job description and application form is available from our website: [Vacancies - Warriner Multi-Academy Trust \(warrinermultiacademytrust.co.uk\)](http://vacancies-warriner-multi-academy-trust.warrinermultiacademytrust.co.uk) or via email recruitment.4007@warriner.oxon.sch.uk

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.

Closing date: Friday 4th September at **1pm**

Interviews: Monday 7th September, week commencing

We reserve the right to close this process early if a suitable candidate is appointed

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).