



Bankside Primary School

Job Title **School Business Manager**

Start Date **1st April 2026 (ideally before this date for transition purposes)**

Salary **PO3, pt 32-35. Salary £42,829.00 - £46,142.00**

Hours **37 hours a week Monday -Friday (52 weeks)**

Contract Type **Permanent**

Closes **Midday 23rd February 2026**

An exciting opportunity has arisen for the role of School Business Manager at Bankside Primary School due to the retirement of the current post holder. Bankside Primary School is a warm and welcoming school, children are at the heart of everything we do and we are looking for a School Business Manager with relevant experience, who will support the school to ensure that our children have the best possible provision to meet their needs.

We are a large inner-city three-form entry primary school that proudly serves our community in Harehills, Leeds. We are on a journey of improvement and require a School Business Manager who will strategically support the finances and resources that we need to enable our school development priorities to be imagined on the ground for our children.

We can offer a warm and welcoming environment, a Senior Leadership Team and Governing Body who are supportive and committed and opportunities for continuous professional development. We welcome prospective candidates to visit our school and meet the Headteacher. Please contact the school office to arrange this on 0113 3368383 or by emailing school.office@banksideprimary.org.

At Bankside, we are passionate about celebrating the diversity of our children, families and staff community. We value the experience and contributions of people from all walks of life.

If you are interested in finding out more, we welcome visits to come and meet our lovely children and colleagues. Contact the office (0113 336 8383) to arrange a suitable slot.

Please download the application/information pack from our website <https://www.banksideprimary.org/vacancies>

Submitting your application form – please read carefully:

- Closing date – 12 noon, on Monday 23rd February 2026
- All completed applications must be submitted electronically to: recruitment@banksideprimary.org
- We can only accept Leeds City Council school support staff or teacher application forms and are unable to accept CV's
- Any queries relating to this role should also be sent to recruitment@banksideprimary.org
- Please clearly indicate on your application form and accompanying email which role you are applying for. If your application is not labelled clearly we may not consider your application as we will not know which role you are applying for.
- Attachments should be saved with your name and which role you are applying for.
- Please ensure you provide current and correct email addresses for all your referees.

Please note only short listed candidates will be contacted for interview / observations.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce which reflects the population of Leeds.