



Stainton C of E Primary School

Post: Part-Time Small Schools Business Manager (32 hours) equivalent to BS8

Address: Stainton C of E Primary School, Fairybead Lane, Stainton, Penrith, Cumbria.
CA11 0ET

Salary: £33,119 - £33,673 per annum pro rata, (Grade 8, SCP 19-20)

Hours: 32 hours per week (Monday to Friday – there are times we would like the office to be manned but daily hours may be negotiable), 39 weeks per year (Term Time + 1 week + annual leave entitlement)

Start date: Monday 2nd November or as soon as practicable thereafter

Contract: Permanent

Job description: The Governors of Stainton C of E Primary School wish to appoint a friendly, well-organised and professional Schools Business Manager (32 hours) to join our school team. The role includes working closely with the Headteacher, liaising with staff and other agencies and also involves communicating with young children, families and visitors to the school.

We are looking for someone with experience of working within administration and finance as well as supporting a wide range of activities.

The successful candidate will:

- Show commitment to the aims and ethos of Stainton CE Primary School
- Foster good relationships with parents, children, governors, colleagues and other professionals
- Be flexible, well organised and work as a team as well as independently
- Be friendly and approachable for frontline reception duties, dealing with enquiries in a professional and courteous manner, in person, on the telephone and via e-mail
- Be fully involved in the life of the school
- Be open to professional development opportunities and have high expectations of your own practice
- Have experience of financial admin procedures including monitoring school budgets and banking
- Have excellent communication, literacy, maths and ICT skills as well as being able to use the school's management information system with appropriate training.

In return, we can offer you:

- a supportive, happy and welcoming team of staff
- the opportunity to be part of a thriving village school
- opportunities for further CPD and professional development
- opportunities to develop projects and be part of the wider life of school

Further information about the role is included in the job specification in the application pack.

Stainton CE School is an equal opportunities employer, committed to the principles of child protection, safeguarding and safer recruitment and to promoting the welfare of children and young people. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Visits to the school are welcomed, please ring for an appointment. Tel 01768 840673 or email: admin@stainton.cumbria.sch.uk

Please return completed application forms with a covering letter summarising your skills, abilities and experience to support your suitability for the post to Nicola Swainson at admin@stainton.cumbria.sch.uk

Closing date for applications is **12 noon on Friday 16th October 2026**

Interviews will be held week commencing 19th October 2026