



St Andrew's CofE Primary School
Nursery Way, Uxbridge, Middlesex, UB8 2BX

Growing and learning together with God

HEAD TEACHER: Mrs Nicola Dallibar (BA Hons (QTS), NPQH) | Tel: 01895 232768

E-mail: office@standrewsuxbridge.org.uk

www.standrewscofeprimary.co.uk

SCHOOL BUSINESS MANAGER

Maternity Cover

Start Date: January 2026 - desirable

Hours: 36 hours per week, 38 weeks plus INSET days and 5 days during holidays

Scale 6 £34,416- £35,448

Working Hours: 8.30am – 4.00pm Monday to Friday except Wednesdays, 8.30am – 5.00pm (30 minutes unpaid lunch each day)

Specific-purpose Contract

We are looking to appoint an enthusiastic, highly motivated and diligent individual to cover a maternity leave from January 2026 to Dec 2026. The successful candidate will work alongside the Leadership team in continuing to drive improvements and moving our school forward. They will demonstrate exceptional leadership qualities, will be flexible, well organised and sympathetic to the ethos of a Church School.

The successful candidate will be able to:

- Construct and manage a balanced budget;
- Prioritise and plan workload effectively;
- Use relevant IT software to support and implement processes;
- Work with others in a positive manner;
- Demonstrate integrity, reliability and the ability to work closely with both colleagues and governors.

They will ideally:

- Have experience of working in a school;
- Have relevant qualifications in business, finance and HR.

If this sounds like your post and your next career move, please send your application to sbm@standrewsuxbridge.org.uk . Please telephone or email the school for further information.

These post-holders will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. An enhanced Disclosure and Barring Service (DBS) check will be sought from the successful candidates prior to appointment.

Application deadline: 1st November 2025

Interviews: TBC