

Ghyllside Primary School

Gillinggate, Kendal,
Cumbria.

LA9 4JB

Tel: 01539 814930

Email: admin@ghyllside.cumbria.sch.uk

Headteacher: Mr.H.B.Davies (BA. Hons)

School Business Manager – 1st September 2026 (negotiable)

Permanent, full time, 52 weeks

Salary Level: SCP 30 £40,777 subject to 2026 pay award pending

Plus, generous LGPS pension with employer contribution, Bike to Work Scheme, Staff Wellbeing support.

Ghyllside Primary School is a vibrant two form entry primary situated in the South West of Kendal. The school prides itself on its holistic approach to providing an education that prepares children to be able to lead happy, independent lives in the 21st century. We are seeking an exceptional School Business Manager to join our strong team here at Ghyllside.

Working closely with the Headteacher and Trustees, the successful candidate will provide leadership across finance, human resources, administration, premises management, compliance, and governance. This is a varied and rewarding role that will make a significant contribution to ensuring the continued success and sustainability of our school.

We are looking for someone who:

- Has substantial experience in financial management, budgeting and accounting.
- Has excellent organisational, analytical and leadership skills.
- Demonstrates a strong understanding of Department of Education regulations and governance requirements.
- Has experience of HR administration, payroll oversight and safer recruitment practices.
- Is confident managing multiple priorities and meeting statutory deadlines.
- Has excellent communication and interpersonal skills.
- Can work strategically while maintaining attention to detail.
- Is committed to safeguarding and promoting the welfare of children and young people.

Ghyllside Primary School is committed to safeguarding and the welfare of its children. Candidates for this post must supply a full employment history and will be subject to an enhanced DBS and barred check; appointment is conditional upon its satisfactory return. Please note that referees will be contacted prior to interview.

The standard application form and all further details are available from the school website.

[Job Vacancies | Ghyllside Primary School](#)

Visits to school are welcomed, please contact the school office to arrange a date.

Completed application forms can be emailed to Nicola Audin sbm@ghyllside.cumbria.sch.uk or can be posted. CV's not accepted.

- Closing date for applications: Midday Friday 26th June 2026
- Interviews: Week commencing 29th June 2026
- Role start date: 1st September 2026 (negotiable)
- Reference: Ghyllside SBM

Our Mission: Ghyllside Primary School – Growing Hearts and Minds

Our Values: Inspiring Healthy Inclusive Nurturing Experiences