



Micklands Primary School
Micklands Road, Caversham, Reading, Berkshire RG4 6LU
T 0118 9375500 E brapson@micklands.reading.sch.uk
Headteacher: Mr Mark Frost

School Business Manager - Micklands Primary School

Salary: RG7m, scale points 33 – 39 - £44,075 to £50,269 Per year

Permanent - Required ASAP - We are open to full time, part time, term time or all year round. Flexible start and finish times plus hybrid working.

This is an exciting opportunity to join Micklands as our School Business Manager.

As the School Business Manager, you will be a key member of our Senior Leadership Team with a diverse and rewarding role, with the day-to day responsibility for finance, human resources, premises management and compliance, health and safety and the School's IT Infrastructure.

Ideally, you will have previous experience of being an SBM, or in one or more aspects of the role. However, training will be given and you will be well supported by our Senior Leadership Team, Governors and staff.

Micklands has a friendly and caring ethos, where you will quickly feel part of the team.

**Application packs are available on our school website www.micklands.reading.sch.uk
All applications should be emailed to brapson@micklands.reading.sch.uk**

Closing date for applications: 4th January 2026

Interviews will take place on: 12th January 2026

Please do not send a CV, as for the purpose of Equal Opportunities, we can only accept Reading Borough Council application forms. We welcome applicants from everyone, particularly under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation and religion.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share that commitment. Successful candidates will be subject to an enhanced DBS check & staff childcare disclosure declaration.