



# Barlows Primary School

Barlows Lane,  
Fazakerley,  
Liverpool,  
L9 9EH

Tel 0151 525 2751  
Email [barlows-ao@barlows.liverpool.sch.uk](mailto:barlows-ao@barlows.liverpool.sch.uk)

[www.barlowsprimary.co.uk](http://www.barlowsprimary.co.uk)

Headteacher Ms Stacey Feenan

[@BarlowsPrimary](https://twitter.com/BarlowsPrimary)

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*Dream, Achieve – Believe you can!*

## Job Advert School Business Manager Barlows Primary School

**Apply by:** 9am on Monday 15<sup>th</sup> June 2026

**Job start:** 1<sup>st</sup> September 2026

**Contract type:** Grade 7 SCP 30-35  
£40,777 - £46,142

**Contract term:** Full Time, Permanent  
42 weeks 37 hours

### About the school

Barlows Primary School is a community school situated in the heart of Fazakerley in the city of Liverpool. The school has been at the centre of the local community for many years and we pride ourselves on firmly holding the pupils' best interests at the heart of everything we do. Our aim is to provide high quality learning in an inclusive, nurturing environment for all our pupils. At the end of their learning journey with us, we want our pupils to be well rounded individuals who can thrive in the next stage of their education.

Our ethos promotes development of academic and emotional intelligence in all our pupils, enabling the breaking down of any barriers they may face. Through opening the door to lifelong learning beyond the classroom, we strive to empower each child to achieve to the best of their ability. Displaying the opportunities available later in life supports children to succeed now and in the future. We are also currently an Apple Regional Training Centre.

### About the role

The children, staff and board of governors are seeking to appoint a Business Manager who is an exceptional individual who will embrace the challenge, put children at the heart of a clear vision for the future, and will build upon the strong record of progress the school has achieved so far, working in partnership with the Senior Leadership Team and Board of Governors.

The post, which is to commence from 1<sup>st</sup> September 2026, is a fantastic opportunity for a self-motivated candidate who is willing to contribute to and continue the positive and nurturing culture of our school. You must be passionate about the wellbeing of our whole community, championing inclusion and kindness in everything you do. Our school believes this is how children can succeed to the best of their abilities.

The School Business Manager (SBM) will be responsible for managing the strategy and operation of the business functions of our school including: financial management (including applying for additional funding through grants and other funding streams), administration, human resources, facility and property management and health and safety. They are expected to take a strategic role in the planning of improvements to the school which further improve the financial value of provision and services. They are also responsible for ensuring that all aspects of those areas managed meet the reporting requirements and standards of Ofsted, the DfE, the Local Authority and School Financial Value Standard (SFVS).

Our core values

**Resilience • Determination • Kindness • Respect • Excellence • Citizenship & Teamwork**

### Personal qualities

- Please refer to the Person Specification Document and Job Description.

### How to Apply

- Applications are by Liverpool LA Standardised Application form (downloadable below) and will be managed electronically.
- Applicants should not submit CVs in lieu of the application form as these will not be considered.
- Applications should be completed in full and contain a supporting statement within Section 8 of the Application form and should be clear, concise and related to the post and setting applied for, paying attention to the Person Specification.
- Applications from third parties on behalf of candidates will not be considered. Candidates must apply directly.

The application form must be fully completed and legible and must be accompanied by the Equal Opportunities Monitoring Form.

Completed applications should be emailed to Ms. S.Feenan (Headteacher) at [j.applications@barlows.liverpool.sch.uk](mailto:j.applications@barlows.liverpool.sch.uk) by **9am on Monday 15<sup>th</sup> June 2026**

Please use '**School Business Manager**' in the subject line and confirm your full name, address, and preferred email address for contact.

### School Visit Dates:

4:00pm on Monday 8<sup>th</sup> June 2026

4:00pm on Tuesday 9<sup>th</sup> June 2026

Visits can be booked via our online booking link at the link below:

[Booking form for Business Manager Post visits – Fill in form](#)

**Closing Date:**

9am on Monday 15<sup>th</sup> June 2026

**Short Listing Date:**

Monday 15<sup>th</sup> June 2026



### **Contact Details**

Barlows Primary School,  
Barlows Lane,  
Fazakerley,  
Liverpool  
L9 9EH

Contact Name: Mrs V Wright (School Bursar) – General administrative enquiries regarding the advert

Contact Telephone: 0151 525 2751

Contact e-mail: [j.applications@barlows.liverpool.sch.uk](mailto:j.applications@barlows.liverpool.sch.uk)

Website: <https://barlowsprimary.co.uk>

NOR: 404

At Barlows Primary School, keeping our children safe is our number one priority. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to Safer Recruitment and Safeguarding checks including an enhanced Disclosure & Barring Service check and Qualifications check.

### **Online Search**

As part of the shortlisting process we will carry out an online search as part of our due diligence on all shortlisted candidates prior to interview. If you are successfully shortlisted and there is anything you wish to make us aware of, prior to the search being completed, please contact:

Mrs V. Wright via [j.applications@barlows.liverpool.sch.uk](mailto:j.applications@barlows.liverpool.sch.uk) / 0151 525 2751 prior to interview.