

White Spire School
Rickley Lane, Bletchley, Milton Keynes, MK3 6EW.
E-mail admin@whitespireschool.org.uk
www.whitespireschool.org.uk
Telephone 01908 373266

Headteacher: Michelle Bartle

School Business Manager

Salary: Grade: G1 - G4/H1 - H4 Depending on experience

Hours: 8am - 4pm per week, Mon - Fri (37.5 hours per week), 52 weeks per year

White Spire School is seeking to appoint an exceptional Business Manager to play a central role in our school setting, providing strategic vision and operational deliverance.

White Spire School is a Rec-19 year's special school in Milton Keynes. We cater for 170 students with Global Development Delay. As a school, we have carefully and meticulously created a curriculum that stimulates and challenges our young people.

We are looking for someone who:

- Has highly developed leadership skills and the ability to inspire colleagues, peers and teams
- Be proactive, flexible, highly motivated and will be responsible for the efficient running of the school office
- Will support the Headteacher on a day-to-day basis
- Will contribute to the development of the school
- Has the ability to manage a wide range of stakeholder relationships

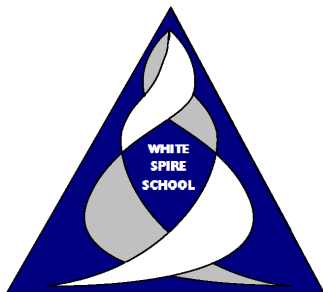
We can offer you:

- A competitive starting salary
- A warm, supportive, positive learning and working environment
- Staff who are collegiate and committed to their own professional development and to improving outcomes for the students here
- The opportunity to be part of a team where skills, enthusiasm and desire to succeed will be recognised
- The opportunity to play an active part in the school's development

Visits to the school are encouraged. White Spire School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

"This post is subject to Safe Recruitment" and "An Enhanced DBS with Barring Check is required for this Post"





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Shortlisted candidates will be subject to an online search.

"Milton Keynes Council is committed to making sure that everyone living in Milton Keynes is safe and protected and that our specific statutory responsibilities to safeguard children and vulnerable adults are effectively met"

Please apply to White Spire School. 01908 373266 or by email at admin@whitespireschool.org.uk

Closing Date: Midday Friday 15th May 2026

Shortlisting: PM Friday 15th May 2026

Interview Week Beginning: W/B 18th May 2026

