



METHERINGHAM PRIMARY SCHOOL

Headteacher: Mrs L Duggin

Metheringham, Lincoln LN4 3BX

Telephone 01526 320039 Fax 01526 323329

Registered Charity No. 1046880

Email: enquiries@metheringham.lincs.sch.uk

www.metheringhamprimary.co.uk

Twitter: @metheringhamp

SCHOOL BUSINESS MANAGER

Permanent, part-time

GLEA 8 points 21-24 £35,412 - £39,152 pro rata

24 hours (4 days) 39 weeks per annum

Start date: 1st May 2026

Metheringham Primary School is a happy and supportive village school with 264 pupils on roll.

We are looking to appoint an enthusiastic and highly motivated individual to play a strategic role in the management of school operations. This is a job share role with another school business manager.

Our school is a warm, friendly, welcoming and supportive place with a wonderful staffing team and delightful and well-behaved pupils.

We are looking for someone who:

- Has experience of managing budgets; reporting and advising on the financial position to the Headteacher and governors
- Has experience of working in a Prime Account school
- Considers all elements of value for money principles in resource management and procurement
- Has excellent interpersonal skills with the ability to communicate effectively at all levels
- Is able to confidently support the HR function of the school
- Thrives on working in a busy environment where flexibility is essential
- Is resilient and determined to succeed in challenging circumstances

Visits to the school relating to this role are warmly welcomed. Please contact Mrs Erica Weston, Business Manager on Tel: 01526 320029 or email erica.weston@metheringham.lincs.sch.uk

To request an application pack please contact Mrs Weston on the above contact information or via email on recruitment@metheringham.lincs.sch.uk

Further information about our school can be found on our school website at www.metheringhamprimary.co.uk

Closing date: Wednesday, 1st April 2026

Interviews will take place on Tuesday, 21st April 2026

Metheringham Primary School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees will be subject to an enhanced DBS check.

It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

When interviews are taking place schools will follow all Government and Public Health England Guidelines.

Lincolnshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Here at Lincolnshire County Council, we want our workforce to reflect the make-up of the community we serve. Therefore we welcome all applications irrespective of gender, ethnic origin, belief, sexual orientation, age or disability.

All shortlisted candidates will need to verify their eligibility to work in the UK at interview. Online searches may be carried out on shortlisted candidates as part of due diligence checks.

