



PAGET HIGH SCHOOL

RESILIENCE, INTEGRITY, COMMUNITY



BUSINESS AND FACILITIES MANAGER

May 2026

BUSINESS AND FACILITIES MANAGER



Full Time/ Term time only plus 2 weeks

Start: May 2026

Grade 10 - SCP34 -38 £43,693 to £47,754

The successful candidate will work alongside a peripatetic business manager until April 2026, providing an excellent opportunity for a suitably experienced candidate from outside the school sector to transition into school business management.

OUR SCHOOL COMMUNITY

Paget High School is situated in the Branston area of Burton upon Trent, with easy links to the A38. Our well maintained and equipped buildings are set in beautiful grounds that include an orchard and a working farm.

We serve a diverse community of approximately 650 students in Years 7-13.

Judged 'Good' by Ofsted in 2023, the governors and leadership team are determined that our students receive the best possible education.

Behaviour is excellent. Students are explicitly taught to be resilient, behave with integrity, and contribute to our community. Our behaviour policy is straightforward, with clear boundaries and effective sanctions; staff are empowered, and backed up by senior leaders.

We provide our staff with excellent ongoing professional development and are careful to consider wellbeing in our decision making.

You can expect excellent line management, coaching and mentoring, and a close and effective working relationship the Headteacher and Senior Leadership Team

HOW TO APPLY

You are welcome to have an informal conversation with the Headteacher prior to applying, although this is not a requirement.

Contact office@paget.staffs.sch.uk if you would like to arrange a visit.

Complete your application through the TES. Ensure that you have not omitted any information. CVs will not be considered.

In support of your application, please use the supporting statement to describe how you meet the person specification.

This statement should be no more than 1000 words.

Indicative Timetable

Closing Date: 4th April 2025

Interviews: w/c 28th April 2025

Paget High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

JOB DESCRIPTION

Support Financial Management

Advise the Headteacher and Governors on financial policy and business plans.
Prepare annual estimates and regular reports upon income and expenditure, monitor accounts against budgets and report on the financial state of the school to the school governors.
Provide financial management information to and directly advise the SLT.
To advise the Headteacher and governors on planning the school's three-year budget planning process annually, including preparing the preliminary annual budget plans.
Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment of all goods and services, the operation and regular reconciliation of bank accounts, the maintenance of an assets register, preparation of invoices, collection of fees and other dues, and recovery of bad debts.
Managing school fund or similar budget.
Prepare financial returns for the LA and other central and local government agencies within statutory deadlines.
Prepare final accounts for school auditors.
Monitor closely all financial records.
Liaise with Joint Finance Unit.
To complete annual Benchmarking and prepare a report for Governors.

Health and Safety

Monitor all school trips and ensure appropriate documentation is completed and submitted.
Ensure emergency evacuation procedures, tests and records are in place and recorded.
Responsible for the day to day operation of the schools Health and Safety policies and procedures, including liaison with site manager, co-ordination with governors, and ensuring that appropriate reporting and record-keeping is maintained.
Completion of annual Health & Safety premises checklist.

Administrative Management

Manage all administrative systems and functions.
Undertake general clerical duties as and when necessary e.g. switchboard, reception duties.

JOB DESCRIPTION

Support to Other Staff

Human Resources

Maintain confidential staffing records.
Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained.
Report absences.
Monitor and check claims for employment e.g. additional hours, casual/supply claims, travel claims.
Assist with the arrangements for cover.
Liaise with HR service on specific HR issues.
Liaise with Payroll administration as appropriate.

Support HR Management

Line Management responsibilities:
To line manage support staff.
To line manage a team of Site Supervisor/Janitors.
To line manage a team of a Cleaning supervisor/Cleaners
Create and implement recruitment/induction/appraisal/training/mentoring systems for support staff.

Support Organisational Management

Facilities Management

Purchase, repair and maintenance of furniture and fittings.
Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
Make recommendations to the Headteacher and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible and once authorised, oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.
Liaise with contractors in connection with major building works proposed for the school including quotations and/or site visits.
To monitor and manage the school's contracts and to assist the Headteacher in tendering for new contracts.
Undertake risk assessments
Manage the school lettings arrangements.

JOB DESCRIPTION

Safeguarding and Pastoral

Provide a safe and welcoming environment for all pupils, discharging safeguarding duties effectively and efficiently.

Use effective behaviour management strategies to enable all pupils to learn and progress and to build positive relationships.

Act as a good role model for pupils through personal and professional presentation and conduct.

Financial Management

Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

People Management

To comply and engage with people management policies and processes

Contribute to the overall ethos/work/aims of the school.

Establish constructive relationships and communicate with other agencies/professionals.

Attend and participate in regular meetings.

Participate in training and other learning activities and performance development as required.

Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Professional development

Take part in the school's appraisal procedures

Take part in further training and development

Where appropriate, take part in the appraisal and professional development of others

Communication

Communicate effectively with staff, families and students.

Liaise with external partners where required.

Additional activities

Participate in activities both within the department, across the school and within the wider community which promote the ethos of the school.

Direct and supervise support staff assigned to them, and where appropriate, other teachers.

Uphold public trust in the professional and maintain high standards of ethics and behaviour, within and outside school.

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Experience

Several years' experience working in a business environment at a management level, or as a school business manager.

Demonstrable experience of financial management.

Qualifications/Training

Degree in Business and Administration, NCSL Diploma in School

Business Management, or equivalent qualification, or experience in relevant discipline.

Knowledge and skills

Knowledge of relevant policies/codes of practice/ legislation.

Ability to interpret advice/statute and to devise policy/practice in the light of these.

Knowledge of health and safety policies and practice.

Robust understanding of facilities management issues and solutions.

Ability to manage a multi-disciplinary team effectively.

Ability to relate well to children and adults.

Ability to persuade, motivate, negotiate and influence.

Excellent communication skills.

Excellent organising, planning and prioritising skills.

Methodical with a good attention to detail.

Behavioural Attributes

Acts with integrity, enthusiasm and resilience.

Reflective and open to support.

Forms and sustains positive relationships with students, parents, colleagues and governors.

Prioritises, plans and organises themselves and others.