



**Support Staff  
Recruitment Information  
Booklet**

**Business Manager**

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Dear Candidate

I am delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are professional, deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to learn. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who work hard to develop and maintain the very special learning environment that is Uckfield College. We are a 'Super-Curricular' school, which means that every student in years 7-13 (including those who are disadvantaged or have special needs) has to do at least one Super Curricular activity a week. There is an exceptional range of exciting opportunities on offer.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. One aspect that stands out is the extensive support for staff. Our professional development programme is exceptional and every member of staff in our team has bespoke training for their support role, teaching post or leadership position. Most recently, we have been focusing on 'Total Participation', setting out to embed key pedagogical strategies that ensure students are thinking hard and engaged in their learning. The role of the Business Manager is of fundamental importance in creating the conditions in which education of our young people can flourish.

If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and we will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including the Prospectus and an electronic version of the briefing booklet and application form available on our website: [www.uckfield.college](http://www.uckfield.college). If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1002.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at the interview.

Yours sincerely

Sara Marshallsay  
Principal



## About our College

Uckfield College is a rapidly improving school with excellent results, happy staff and students and highly engaged governors. In April 2024, we were proud and delighted that Ofsted graded Uckfield College as unequivocally 'Outstanding' in all areas. The inspection particularly highlighted the extremely positive staff culture and innovative, ambitious professional learning:

*The school's 'ceaseless pursuit of learning' extends to staff. Well-being is a priority for all. Staff are confident that leaders consider their workload when planning new initiatives. Training for teachers is unapologetically ambitious and highly effective. Early career teachers receive exceptional support and guidance. All staff, regardless of experience, participate in coaching that improves both their subject knowledge and teaching skills. As a result, staff feel highly motivated and are very proud to work at the school. Governors are ambitious for the school. They provide expertise and robust challenge. Leaders are diligent and highly skilled. Together, their shared commitment to continuous improvement is at the heart of decision making.*  
OFSTED April 2024



Inspectors also said some wonderful things about our students:

- *Pupils' behaviour and conduct are typically excellent.*
- *The Uckfield qualities of love, integrity and kindness permeate the school.*
- *Different opinions are respected and diversity is celebrated. As a result, this is a highly inclusive school.*
- *Pupils relish challenge and are not afraid of making mistakes.*
- *Sixth form students thrive when taking on positions of responsibility, such as head student or when contributing to the student leadership team. They are excellent role models and perform their responsibilities with care, dedication and diligence.*

Students are at the heart of everything we do. The positive relationships between staff, parents and students have helped us to sustain and drive significant improvements in recent years. We are very proud of our College and want to recruit members of our staff team who will champion and celebrate our success, within the College and in the wider community.



## Our Vision and Ethos

**Our Vision: An inspiring College where every individual is supported and challenged to achieve personal excellence.**

**Our Aim: Is for everyone in our community to lead truly, deeply, happy, fulfilled and purpose-driven lives. Our curriculum is how we achieve those aims.**

In feedback to the Lead Inspector during our last Ofsted Inspection, one parent summed up the ethos of the school as **“Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another.”**



## Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



# Business Manager

<b>Scale</b>	<b>LMG 2</b>
<b>Salary</b>	Currently £52,243 to £56,737
<b>Hours</b>	Full Time, 37 hours per week
<b>Commencement</b>	August 2026 - exact date to be confirmed in liaison with the successful candidate on appointment
<b>Contract</b>	Permanent

## The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Friday 17th April at 9.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to apply as soon as possible.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our HR Department on 01825 764844 extension 1008 or email [hr@uckfield.college](mailto:hr@uckfield.college).

## The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Tour of the College
- Safeguarding Interview
- Panel Interview

We are committed to the safeguarding of children. References and Enhanced Disclosure and Barring Service checks will be conducted on the successful applicant. Please note this role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds.



# Job Description - Business Manager

**Responsible To:** Principal  
**Salary Grading:** LMG 2

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This vital senior leadership role is fundamental to fulfilling our aim that all students are supported and challenged to achieve personal excellence. It is a rewarding opportunity to work with a great staff team with the shared goal of making a tangible, often transformative, difference to young people's lives.

We are looking for someone who is experienced in the key leadership and financial elements of the job description, and who is excited by the challenge of serving an educational community and making a real difference to young people's lives and opportunities.

Though not an exhaustive list, the leadership traits that we really value are: being authentic, collaborative, courageous, passionate about education and high standards, a lifelong learner, welcoming of feedback, biased towards action, organised and reliable, solution oriented and a change agent. We also know how important it is to have a sense of humour, to be able to thrive in a diverse environment and to be upbeat, most of the time! We are looking for a leader who has a vision for what excellent business management of a school consists of, and who is able to deliver that vision through high quality leadership and attention to detail. Uckfield College is a place where our leaders have a highly positive influence on our College culture. We are really interested in growing leaders and you will be given plenty of opportunities and the challenge and support to be able to learn, develop and thrive.

It is an exciting time to join Uckfield College as a valued member of our positive, hardworking, dedicated SLT. Though we were delighted with our OFSTED 'Outstanding' outcome in April 2024, we are wholly uncomplacent, and are restless for ongoing improvement and securing of the highest standards for all of our young people. We know that we exist to serve our local community and set out to work effectively with our parents and carers. The Business Manager role is of fundamental importance, and would be a great springboard for further promotion and development.

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## Job Overview:

The Business Manager is a key member of the College Leadership Team, responsible in conjunction with the Principal for the strategic direction and operational leadership of Finance, Estates, IT Services, and Facilities across the College. The role requires providing strategy, ensuring compliance, promoting value for money, and acting as a role model for the College community. By orchestrating the ecosystem of finance, estates, and resources, the Business Manager plays a pivotal role in the College's operational foundation, ensuring every student's potential is fully supported and realised.

## Purpose of the Role:

The Business Manager will:

- Provide strategy and leadership for all aspects of Budget, finance, IT, and premises.
- Execute the professional duties of an Assistant Head in accordance with College policies, as directed by the Principal.
- Play a full part in the life of the College, embodying its mission and ethos to support and challenge all staff and students to achieve personal excellence.



## **Key Responsibilities:**

### **Strategic Finance and Business Management**

- Provide strategic and commercial direction to oversee, develop, direct, and co-ordinate the full range of College financial and business services.
- Take strategic responsibility for the oversight and production of all capital and revenue budget proposals for submission to the Governing Body.
- Lead in developing the financial strategy and policy for the College, including cash flow, reserves, growth opportunities, and cost-saving initiatives to actively achieve value for money.
- Oversee the accurate and timely production of the annual budget, subsequent forecasts, monthly management accounts (including commentary and trend analysis), statutory accounts, and all financial returns.
- Proactively lead financial and curriculum benchmarking activities to ensure the College's resources deliver optimal value for money and are strategically aligned to educational outcomes.
- Approve and release the monthly payroll with the HR department and analyse payroll variances to help build and maintain the staffing budget.
- Secure funding, investigate, and develop ways to maximise income streams, including the commercial letting of College facilities.
- Ensure full compliance with UK procurement directives.
- Manage the Arbor Finance module, providing guidance and training to other users.
- Ensure compliance with all legal requirements for commercial activities, including maintaining the College's premises licence and, where required, acting as the Personal Licence Holder for the sale and supply of alcohol during lettings.

### **Estates, IT, and Facilities Oversight**

- Take the strategic lead for the College's estates vision, Condition Improvement Fund (CIF), Section 106 projects, and Facilities infrastructure.
- Be responsible for the College site and its buildings, their maintenance, development, and efficient use, including compiling and implementing a premises development plan.
- Strategically lead the Network Manager, ensuring the College's digital strategy aligns with the College Development Plan and that the IT network is secure and fit for purpose.
- Manage the tendering for all service and facilities contracts (including Catering, Cleaning, and Grounds Maintenance), monitoring them for standard and cost-effectiveness.
- Ensure effective systems are in place for the provision of ICT resources for all staff and students, and that inventories of equipment and stock are maintained.

### **Governance and Compliance**

- Develop, support, and maintain appropriate governance arrangements, including finance and procurement, to ensure funds are properly used and represent value for money.
- Serve as the primary relationship holder for external and internal auditors and co-operate with and manage audit procedures as necessary.
- Formulate, monitor, implement, and review the College's Health and Safety Policy, maintaining the role of Health and Safety Co-ordinator for the College, and advising the governors on Health and Safety matters.
- Formulate, monitor, and implement a Sustainability Strategy.



- Formulate, monitor, and implement the College's Critical Incident Plans, in conjunction with the Deputy Principal.
- Ensure compliance with all College and LA financial regulations and procedures.
- Proactively maintain up-to-date knowledge of all relevant funding streams, policy changes, and financial directives from the LA, Department for Education and the broader educational sector press.
- Attend Governing Body and Finance Committee meetings, providing both written reports and in-person feedback, and maintaining minutes/setting agendas for the Finance Committee.

### **Leadership and People Management**

- Line manage the Finance Team, the Premises Manager, and the Network Manager; oversee the contracted-out teams in catering, grounds, and cleaning.
- Be accountable for the direct line management of support services personnel linked to finance, buildings, IT, and facilities.
- Lead by example, providing inspiration and motivation, and embodying the vision and purpose of the school for the students, staff, governors, and parents/carers.
- Undertake performance assessment and development of line-managed staff, including developing and co-ordinating their professional learning and development.

### **Communication and Stakeholder Relations**

- Build and maintain effective working relationships with colleagues and third parties, including external auditors, contractors, and East Sussex County Council.
- Communicate and consult with stakeholders, including Governors, where appropriate.
- Contribute to the corporate life of the College, through effective participation in meetings and liaising with external agencies.
- Proactively develop and sustain key external partnerships, including with the Uckfield Chamber of Commerce and local businesses, to enhance the College's resources and community engagement.

### **Professional Responsibilities**

- Maintain absolute confidentiality and discretion at all times.
- Operate at all times within the stated policies and practices of the College.
- Take responsibility for own professional development and duties in relation to College policies and practices.
- Be active in promoting and supporting the College's policies.
- Ensure a proactive, hands-on, and professional approach at all times, demonstrating integrity and a commitment to good governance and inclusive education.

### **Safeguarding**

Uckfield College is committed to safeguarding and promoting the welfare of children and young people. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the relevant policies in relation to this.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the*



*job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*



# Person Specification

## Person Specification: Assistant Head: Business Manager

### Responsible To: Principal

### Essential Education and Qualifications

- RQF Level 2 qualification in Maths and English (or equivalent, such as GCSE Grade C/5 or above).
- Level 6 diploma in School Business Management or assessed as competent against School business management competency framework at School Business Manager level.

### Essential Key Skills, Abilities, Knowledge, Experience, Values and Behaviours

- **Financial Expertise:** Knowledge of budget management, accounting, financial reporting procedures, and UK procurement directives. Proven experience in strategic financial planning, budget monitoring, account reconciliation, and production of statutory accounts/returns.
- **Strategic Analysis:** Ability to analyse and interpret complex financial information, resolve problems, and provide strategic recommendations to the Principal and Governing Body.
- **Leadership:** Experience of managing a team of staff and using HR procedures to support confidential and sensitive matters. Ability to provide appropriate professional challenge to budget holders and senior leaders to ensure value for money.
- **Systems Management:** Ability to develop, maintain, and oversee administrative and financial systems.
- **Project Management:** Experience in managing large-scale projects, including capital bids, tenders, and facilities infrastructure.
- **Organisation:** Ability to plan and organise a varied workload for self and multi-disciplinary teams (Finance, Estates, IT), working to strict statutory deadlines.
- **Technology:** Ability to use technology as part of the role including Google, Excel, information management systems.
- **Effective Communication:** Ability to communicate effectively with a range of stakeholders (staff, governors, external auditors) in a clear, concise, professional manner, adapting messages to suit different audiences using high-level negotiation skills. Able to converse at ease with partners and colleagues and provide advice in accurate spoken English.
- **Operations/Change Management:** Experience of undertaking a range of administrative duties, office management, and facilities/estates oversight. Ability to lead and support change management processes and commercial initiatives within the College Improvement Plan.
- **Ethos and Governance:** Integrity and commitment to good governance, inclusive education, and the College's vision.
- **Personal Attributes:** Adaptable, positive, innovative, organised, and personable; acting as a role model for staff and students, with a commitment to continuous professional development.



## Desirable Key Skills and Experience, Values and Behaviours

- **Advanced Qualification:** Hold or working towards an RQF Level 7 qualification (e.g., Master's in Educational Leadership), a Master of Business Administration (MBA), or a full professional Accountancy qualification (ACCA, CIMA, CIPFA).
- **Sector Knowledge:** Knowledge of the financial workings of a maintained school, Local Authority procedures, and risk assessments relevant to a large secondary environment.
- **Contract/Facilities Management:** Knowledge of contract management, procurement, and supply procedures for large-scale services (Catering/Cleaning). Experience of Facilities Management—including Health and Safety, Risk Management, and the commercial letting of premises.
- **Compliance Knowledge:** Certification in Health and Safety (IOSH/NEBOSH) and/or professional accreditation in Human Resources (CIPD Level 5 or higher).
- **Knowledge of HR legislation and its application in a school setting.**
- **Procurement Certification:** Formal certification from the Chartered Institute of Procurement & Supply (CIPS).
- **Digital Strategy:** Experience of ICT, Communication, and Financial Systems Management, including digital security and strategy alignment.
- **Safeguarding:** Demonstrate commitment to supporting children's education, wellbeing, and the Keeping Children Safe in Education agenda.
- **Leadership/Experience:** Experience working as an active member of a school's Leadership Team, contributing to whole-college strategy and policy.



## The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to our HR Department, [hr@uckfield.college](mailto:hr@uckfield.college). Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Friday 17th April at 9.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to apply as soon as possible.

If you require any further information please contact our HR Department at Uckfield College on 01825 764844, extension 1008 or email [hr@uckfield.college](mailto:hr@uckfield.college). Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1002, or email [t.fletcher@uckfield.college](mailto:t.fletcher@uckfield.college).

We would be happy to arrange a visit to the College prior to application, if you would like to do this to find out more about this important role please email [t.fletcher@uckfield.college](mailto:t.fletcher@uckfield.college).

Uckfield College is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to a satisfactory DBS check.



# Uckfield College

## *Love Learning for Life*



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