



Deputy School Business Manager Recruitment Pack

CRESTWOOD
COMMUNITY SCHOOL



Contents

Section 1: Post Advertisement

Section 2: About Crestwood Community School

Section 3: Job Description

Section 4: Person Specification



May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Deputy School Business Manager

Location: Crestwood Community School (working at both Cherbourg and Shakespeare Campus)

Start Date: October 2026 (or mutually agreeable date)

Pay Scale: HCC Grade F - I £41,985 - £46,565 (Depending on experience)

Contract: Permanent, full time - 37 hours per week, 52 weeks per year

The Deputy School Business Manager is a pivotal operational and business support role at Crestwood Community School. Working directly under the leadership and direction of the School Business Manager (SBM), the post-holder will oversee daily financial operations, line manage the Finance Officer, and help ensure our core non-teaching support functions run smoothly across both campuses.

This post represents an ideal development opportunity for an experienced finance or administration professional currently working within a school setting or similar environment who is looking to take the next step in their career. Operating within a friendly, busy office environment, you will work closely with the SBM to support continuous improvement and non-teaching operations, ensuring that teaching and learning can flourish at the school.

As our strategic financial and business leader, you will be accountable for:

Operational Financial Management and Team Leadership

- Line manage and support the Finance Officer, providing day-to-day guidance, workload management, and professional development.
- Oversee procurement, expenditure, internal trading, purchasing cards, payment processing, and expense reconciliations.
- Manage debt recovery, lettings administration, resource allocation, and school trip reservations.
- Maintain rigorous internal controls, financial accuracy, and compliance with financial regulations.

Strategic Financial Support and Income Generation

- Work closely alongside the School Business Manager to assist with comprehensive financial planning, setting long-term budgets, and monitoring a budget in excess of £12m.
- Help prepare regular financial reports and projections for the SBM, Senior Leadership Team (SLT), and Governing Body.

Compliance, Governance & Data Protection

- Serve as the school's designated Deputy Data Protection Officer, maintaining full compliance with statutory data protection regulations and UK GDPR.
- Ensure robust adherence to statutory requirements, advising the SBM, SLT, and Governors on operational and financial compliance matters as required.

Operational Support & Core Functions Oversight

- Assist the SBM in providing direction and oversight across the school's core support functions: HR, Site/Premises, Catering, and IT.
- Liaise collaboratively with the broader support leadership structure, including the three Bursars and the Catering Manager, to ensure cohesive operations across both school campuses.

Section 1: Post Advertisement cont.

The ideal candidate will possess experience in financial administration, business management, or operational support, preferably within a school setting, although training and ongoing mentoring will be provided by the School Business Manager, SLT, Governors, and office staff to support your progression and success in the role

You will be an adept people manager with strong interpersonal skills, capable of influencing and engaging colleagues at all levels to implement school-wide strategic changes. Strong organisational skills, the ability to manage complex, concurrent strategic projects, and resilience under pressure are essential. Your passion for improving the life chances of our students and families, 36% of whom receive free school meals, is critical, as is a commitment to the cohesive ethos of the #Crestwoodfamily.

We are committed to staff well-being and offer:

- Wellbeing weeks (no commitments scheduled after school)
- Free daily lunch
- Half termly cooked breakfasts
- One wellbeing day per year (during term-time, after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

As a new member of staff, you will benefit from a comprehensive induction process and a professional coach to guide your journey in the role. You will join a close-knit team that values open debate and supportive working practices. Your commitment to raising standards, excellence for all learners, and contributing to the community's wellbeing is fundamental to this role.

School tours can be booked by emailing justine.sayers@crestwood.hants.sch.uk.

Completed applications (Hampshire Support Staff application form and a statement) and the names and addresses of two referees (including your existing Headteacher or Line Manager) should be emailed to krista.dawkins@crestwood.hants.sch.uk and hr@crestwood.hants.sch.uk

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

We reserve the right to close this vacancy early should a suitable candidate be found or if we receive a high volume of applications. Early applications are therefore strongly encouraged.

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as March 2026 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.

Crestwood has been on a journey of success with record breaking exam results in 2026. We are not complacent, always striving to improve even further. We have high aspirations for all in our #crestwood family.



Section 3: Job Description

Job title: Deputy School Business Manager

Salary Scale: Grade F (£41,985 - £46,565)

Responsible to: School Business Manager

Responsible for: Strategic leadership and oversight of all non-teaching support functions

Contacts: Finance systems, trips, procurement

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post

Job purpose

- The Deputy Business Manager supports the Business Manager in leading the support staff of the school, and with all matters relating to finance and their systems

Leadership and Strategy

- Be responsible for line-managing the Finance Assistant;
- Under the direction of the Business Manager, assist with all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Show a commitment to your own professional development, engaging in appropriate learning activities.
- Take responsibility for the performance management of identified colleagues
- Safeguard and promote the welfare of children and young people.

Student Data and Compliance

- In the Business Manager's absence, manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Assist the Business Manager with updating the risk register
- Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- In the Business Manager's absence, act as the school's data protection officer, monitoring data protection compliance and advising the school community on data protection issues

Human Resources

- Check the school's monthly payroll, reporting any errors/queries to the Business Manager and/or Executive Headteacher
- Monitor expenditure on training and provide reports to the assistant Head and Governors
- Booking courses for members of staff through a variety of websites and HCC training platforms

Financial Management and Fundraising

- Support the Business Manager in managing the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Monitor the budget all year round for Faculties and Departments, advising Faculty Leaders and Department Heads of deadlines for orders, spend to date, and provide reports on a monthly basis and when requested
- Comply with financial reporting requirements and submit statutory returns at the direction of the Business Manager
- Support the Business Manager with developing and implementing the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Support the Business Manager with financial resources for the school including identifying potential funding sources and grants.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- Manage all school trips with support from the trip leaders and the Finance Assistant, liaising with trip providers and SLT
- Dealing with all parent queries regarding finance including debt management, financial support, FSM and Pupil Premium
- Raise invoices to external organisations and other stakeholders
- Reconcile and submit petty cash claims
- Use the schools procurement card to purchase resources for the school
- Code procurement card transactions on a monthly basis for all card holders
- Recharges to Faculty and department budgets (e.g. PaperCut)
- All financial procedures on the IBC e.g. banking, Internal Trading Documents, code corrections



Wider Professional Responsibilities

Including, but not limited to

- To play a lead role in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively lead key school events as determined by the school's SLT expectations
- Ensure all written communication to parents/ carers has a high standard of spelling, punctuation and grammar.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- Adopt a positive working relationship with parents/ carers.
- Follow school policy for the identification of students who may be vulnerable to radicalisation/extremism.
- Contribute fully to the duty to build students' resistance to radicalisation by providing a safe environment for debating controversial issues.
- Identify opportunities to play a proactive role in the wider life of the school.
- To cooperate with other staff to ensure a sharing and effective usage of school resources to the benefit of all.
- Staff are expected to adhere to all school policies (shared with and available to staff electronically) but specifically:
 - Safeguarding Policy
 - Child Protection Policy
 - Staff Code of Conduct
 - DfE Keeping Children Safe in Education (KCSIE)
 - Password Policy
 - Staff Dress Code
 - Grievance Procedure
 - Health & Safety Policy
 - Staff Absence and Attendance Policy
 - Whistle Blowing

Other Duties

- 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 a manager to undertake work of a similar level that is not specified in this job description.
- The school 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.
- This job description is current at the date shown above, but following consultation with you, may be changed by core SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title

Section 4: Person Specification

Qualifications

Essential

- A good level of education including GCSE Mathematics and English Language 9-4 (A*C)

Desirable

- Accounting qualification e.g. AAT, CIMA, CIPFA

EXPERIENCE

Essential

- Experience of working with external contractors and agencies
- Experience of appraising performance and developing staff
- Experience of effective financial/ budget management
- Significant and demonstrable practical experience of problem resolution
- Experience of working with other departments and building relationships with colleagues and a wide range of stakeholders

Desirable

- Proven experience working in an educational setting
- Experience of school MIS systems

KNOWLEDGE

Essential

- An excellent working knowledge of IT systems and packages

Desirable

- An excellent understanding of school management systems including reporting and analysis
- Knowledge and Understanding of working with a Local Authority Structure.

Skills and Abilities

Essential

- Able to work flexibly as part of a team
- Able to demonstrate an innovative and problem solving approach to issues
- Excellent written and spoken communications skills
- Excellent organisational and time management skills
- Ability to prioritise workload and delegate as appropriate
- Ability to implement changes of systems to suit improvements in efficiency and working practices
- Ability to handle confidential issues and materials sensibly and appropriately.
- Committed to promoting high quality care to students
- Committed to contributing to the wider school and its community
- Professionally assertive and clear thinking
- Having a customer focussed and flexible approach to work demonstrating the ability to prioritise effectively and respond to changing demands
- Ability to influence and communicate both verbally and written
- Able to plan and take control of situations
- Thoroughness and excellent attendant to detail and accuracy
- Ability to demonstrate a flexible approach to working hours in line with the School events and requirements
- A commitment to equal opportunities and empowering others.

