



Candidate pack

School Business Manager

Full time, Permanent



www.fitzwaryn.oxon.sch.uk



Fitzwaryn School, Denchworth
Road, Wantage, OXON, OX12 9ET



01235 764504

About Fitzwaryn School

Fitzwaryn School is highly regarded as an outstanding provision for pupils with SEN within Oxfordshire.

The school has received four 'Outstanding' OFSTED reports following the last four inspections, the most recent being in May 2022.

The school currently caters for 126 children and young adults aged 3 – 19 years whose special needs range from Moderate Learning Difficulties (MLD) to Severe (SLD) and Profound Multiple Learning Difficulties (PMLD). All pupils admitted to the school have an Education, Health and Care Plan.

The school follows the EYFS curriculum for Foundation Stage pupils and National Curriculum subjects for Key Stages 1 – 3. Year 10 and 11 (Key Stage 4) pupils work towards accreditation in Functional Skills in English and Maths, in addition to their Open Award qualifications.

At Key Stage 5, the school continues to follow the Open Award framework and Functional Skills Assessments. The Duke of Edinburgh Award is an integral part of the Key Stage 5 curriculum with students gaining their Bronze and Silver Awards.. Students are enabled to participate in regular work experience opportunities in addition to Enterprise initiatives and Horticulture.

“

Fitzwaryn School is a joyful place to learn. From when they join as young children, right through to when they leave as young adults, staff make sure that pupils are known, understood, nurtured and kept very safe.

”

Ofsted 2022

A message from the Headteacher

Fitzwaryn is an Outstanding Special School for children and young people from 3 – 19 years old whose Special Educational Needs range from Moderate Learning Difficulties through to Profound and Multiple Learning Difficulties.

The school is situated in Wantage, a small but growing market town in Oxfordshire. We have a fantastic, up to the minute, purpose built environment that enables us to deliver an exciting and diverse curriculum for each and every child. We continually strive to further develop our educational offer and in recent times we have added a Horticulture area and a bike track to our outside provision.

The school is organised into 11 classes including provision for EYFS and Post 16. Our dedicated staff team are committed to providing the best possible education for the pupils at the school, grasping every opportunity to provide a rich and diverse curriculum which often takes place outside the classroom. The staff team is committed to further developing their own skills and expertise through the Continuing Professional Development offered at the school. We work closely with parents, carers and other professionals to ensure we are meeting the diverse needs of all of the pupils.

Our vision of 'through learning to learn, pupils will access society' underpins all that we do with the aim that all of the pupils who have been with us leave with the skills and knowledge they need to successfully engage in the next stage of their lives and of course with fantastic memories of their time at Fitzwaryn! I hope that this candidate pack gives you all the information that you need, please do not hesitate to get in touch with us via the school office should you need any more information.



Stephanie Coneboy, Headteacher

About The Propeller Academy Trust

At The Propeller Academy Trust, we are dedicated to supporting young people with special educational needs, fostering an environment where every student progresses along their own unique path. Our passion for inclusion and innovation drives us to create exceptional opportunities for students to thrive, achieve their full potential, and embrace their individuality.

When you join our team, you'll become part of a supportive and collaborative community, united by a shared mission to make a real difference every day. Whether you're an experienced professional or starting your journey in education, we offer a nurturing workplace where your talents, skills, and ambitions can flourish.

Our staff benefit from extensive Continuous Professional Development (CPD) programmes, secondment opportunities across our Trust sites, and a vast range of discounts available to those working in education. We also prioritise staff wellbeing, offering initiatives such as wellbeing days, because we believe that supporting our staff is as important as supporting our students.

Our Schools



BISHOPSWOOD
SCHOOL



KINGFISHER
SCHOOL



Woodeaton
Manor School



Hawthorn
Academy

Our Vision and Principles

VISION

We believe our gifted and dedicated staff offer extraordinary learning and developmental experiences for the children and young people in our schools. We want to offer these opportunities to more children and young people.



Vision

***To extend high quality
SEN education to as
many children and
young people as we can.***

PRINCIPLES

- Keep children and young people at the heart of every decision.
- Provide an innovative and developmental academic curriculum, which ultimately gives children and young people a strong foundation for long-term community cohesion and positive mental health and well-being.
- Maintain the distinctive identities of each school in our Trust and seek recognition nationally and locally for the quality and diversity of our provision.
- Share the benefits of best practice, collaboration and new initiatives equally across all our schools.
- Support local communities and broader SEN needs within the community.
- Nurture a culture of health and safety and improvement which welcomes learning, challenge and assurance.
- Provide opportunities for staff to develop and progress, within a supportive and positive environment.
- Work collaboratively and inclusively with internal and external stakeholders; including staff, parents, carers and our partners.
- Protect and use all our resources efficiently in pursuit of our Vision.
- Keep our governance structures streamlined to enable our teachers to focus on teaching.
- Accord everyone associated with the trust, respect and dignity they deserve.

Benefits

At Propeller, we recognise the importance of supporting our staff as much as our students. That's why we offer full-time employees a wellbeing day off each term, a rare benefit in education.

We also offer a generous recruitment bonus for staff who successfully refer applicants who are recruited. Our staff benefit from access to GP advice and self-referral services through an online health platform, ensuring support is always at your fingertips. There are also a whole host of discounts and offers we will ensure you're aware of, once you are working in education.

Professional growth is at the heart of what we do. We provide full inductions and ongoing development opportunities to help you excel in your role. For those looking to broaden their horizons, secondment opportunities across our trust sites support both personal and professional development.



A trust-wide commitment to wellbeing, including paid wellbeing days



Fully funded CPD, mentoring & coaching



Flexible working options



Free on-site parking



Local Government Pension Scheme (LGPS)



Access to an employee assistance programme



Highly resourced classrooms, small class sizes and access to multidisciplinary teams



Employee referral scheme (earn up to £500 for successful referrals)



A strong safeguarding and therapeutic culture



Job Description - School Business Manager - Grade 11/12

Reports to: Headteacher

Line management: Office team, Site team

Job Purpose

The School Business Manager will provide strategic and operational leadership in all non-teaching aspects of school life, ensuring the effective management of finance, human resources, administration, ICT, premises, health & safety, procurement, and compliance. As a member of the Senior Leadership Team (SLT) the School Business Manager plays a key role in supporting the Headteacher in delivering the school's vision, aims, and continuous improvement.

Key Duties and Responsibilities

Strategic Leadership

- Work as part of the Senior Leadership Team to contribute to school improvement planning and decision-making.
- Advise the Headteacher and Governing Body on financial, resource, and business risks.
- Lead on long-term planning to ensure financial sustainability and value for money.
- Drive efficiency and effectiveness across support functions.

Human Resources

- Manage the school HRIS and ensure that all records are up-to-date.
- Manage recruitment, induction, probation, support staff appraisal, and professional development processes.
- Manage the staff absence process including return to work meetings and absence review meetings.
- With the advice of the Trust HR Manager, support the headteacher with employee relations casework.
- Manage the Single Central Record and ensure compliance.
- Ensure compliance with employment law, safeguarding requirements, and safer recruitment practices.
- Administer school-level payroll processes including administration of new starters, leavers, changes in hours, annual and other types of leave, overtime, expenses, etc.
- Lead on staff wellbeing.
- With the support of the Trust HR Manager, provide advice and guidance on HR issues to staff and governors.

Administration

- Manage and develop the school's administrative functions.
- Responsibility for the efficient and effective running of the school office, including line management of administrative staff.
- Ensure systems and processes support effective communication and data management.
- Oversee compliance with data protection (GDPR) and information governance.

Premises & Facilities Management

- Manage the school site, buildings, and facilities to ensure they are safe, secure, and well maintained.
- Line management of site staff.
- Ensure that all statutory and best-practice checks and tests are completed and recorded as specified by the Trust Estates Function.
- Lead on health & safety compliance, risk assessments, and Trust and external inspections.
- Oversee school-level contracts, procurement, and service level agreements.
- Management of school lettings.
- Management of school cleaning contract.



Job Description

- Management of school catering.
- Manage capital building works, in conjunction with the Trust Estates function.

Financial Management

- Support the Finance Business Partner in the preparation of the annual budget and three-year financial plan.
- Regular budget monitoring including expenditure and income variations against budget.
- Ensure compliance with statutory regulations, financial procedures, and audit requirements.
- Ensure accurate payroll by managing the payroll checking process.
- Work with the Finance Business partner on budget monitoring and updating of the staffing model to include any planned or unforeseen variations in staffing at school level.
- Management and reconciliation of school credit card(s).
- Management and reconciliation of payments from parents/carers e.g. dinner money, school trips.
- Management of school purchase process.
- Submission of the agreed budget to the Local Governing Body, in conjunction with the Headteacher.

Governance & Compliance

- Ensure school policies are compliant with legislation and regulatory requirements.
- Prepare reports and data for Ofsted, Local Authority, DfE, and other stakeholders.
- Ensure effective risk management and business continuity planning.

“

I am about to embark on a middle leadership programme which has been funded by the school. There is a lot of time and care put into the middle leaders group this year. I have never yet been turned down if I ask to do some training.

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“

It's a very strong team-based environment. I feel I'm surrounded by well experienced staff giving it their all. Every member of staff is all about the children their needs are front and centre in everyone's mind.

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Person specification

Criteria	Essential	Desirable
Professional qualification in business management, or equivalent experience	✓	
Strong leadership and staff management skills	✓	
Knowledge of HR processes, employment law, and staff development	✓	
Experience in premises, health & safety, and risk management	✓	
Knowledge and understanding of financial processes e.g. order processing, approvals, budget setting, payroll processes	✓	
Excellent organisational, communication, and ICT skill	✓	
Ability to work under pressure, prioritise tasks, and meet deadlines	✓	
Experience in a school or educational setting		✓
Financial experience		✓
Recognised, HR or Estates professional qualification (CIPD, NEBOSH or equivalent)		✓
Knowledge of education sector regulations		✓
Knowledge of safer recruitment processes and safeguarding requirements		✓
Experience of working with a Governing Body or Trustees		✓





How to apply

To apply for this rewarding opportunity, please

[Apply now](#)

Early applications are strongly encouraged. To arrange a visit or to find out more, please contact the Headteacher through the school office, office@fitzwaryn.oxon.sch.uk

Closing date: Monday 17 March 2026.

Interviews: Tuesday 24 March 2026.



Getting here

By car

Our school is easily commutable by car and can be accessed via the A417 towards Wantage. Once in Wantage follow the signs for Denchworth and turn on to Denchworth Road. Fitzwaryn School is clearly signposted.

By bus

The nearest bus stops are right by the school gates, so once you get off the bus on Denchworth Road you'll be a short walk to the entrance. We are covered by the X1, X35, X36, NX1 and OX1 buses.



Scan the QR link to find
Fitzwaryn School on
Google maps



The Propeller Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

This role involves a high level of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All appointments are subject to an enhanced DBS check (including Barred List where applicable) and online searches for publicly available information.

We value diversity and welcome applications from all backgrounds, regardless of sex, race, religion, sexual orientation, gender identity, age, disability.

Please note: Applicants will be required to undergo a DBS check as part of the recruitment process.