



Boundary Way, Penn,
Wolverhampton WV4 4NT
Tel: 01902 556530
Email: enquiries@hswv.co.uk
NOR 1787 SIXTH FORM 383

SCHOOL BUSINESS MANAGER

Required as soon as possible

NJC Grade 8 – currently £50,788 - £54,971 (Pay Award pending)

37 hours per week

52 weeks

We wish to appoint an outstanding, experienced School Business Manager to lead our quality-focused Business Support Service. The successful candidate will oversee all aspects of Business Support including School Administration, Finance, Governance and Compliance, HR, Facilities and Estates, Health and Safety, Catering, Digital Support, MIS, and Exams, supporting highly experienced managers and staff in each area.

This is an exciting opportunity for an experienced manager to join a vibrant, warm and welcoming school community. Our staff are well motivated and work with colleagues within and beyond the school and trust to ensure continuous professional development and develop best practice.

Highfields is a proud member of Lykos Multi Academy Trust, an active learning community committed to providing high quality and inclusive education for all.

Our Business Support Team offers:

- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunities for personal development
- Generous holiday entitlement
- Membership of the Local Government Pension Scheme through West Midland Pension Fund
- Access to the Cycle to Work Scheme

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact recruitment@hswv.co.uk.

Closing date: Monday 16th June 2025 at 9am

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust

website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title: School Business Manager

Purpose:

- Provide outstanding strategic leadership of the Business Support functions of the school, in line with overall trust policies and procedures.
- Provide effective operational management of all aspects of Business Support including School Administration, Finance, Governance and Compliance, HR, Facilities and Estates, Health and Safety, Catering, Digital Support, MIS, and Exams.
- Lead on designated aspects of School Administration, Finance and Compliance.
- Provide strategic information for the School Leadership Team and Governors.
- Liaise with the Trust Leadership Team and stakeholders.

Reporting to: Headteacher

Responsible for: Business Support (including School Administration, Finance, Governance and Compliance, HR, Facilities and Estates, Health and Safety, Catering, Digital Support, MIS, and Exams).

Liaising with: All staff, Central Services Team, external agencies

Working Time: 37 hours per week, 52 weeks

Salary/Grade: Grade 8

Disclosure level: Enhanced

Leadership and Management

- Provide effective strategic leadership of Business Support, with a defined service ethos.
- Monitor the performance of Business Support staff, coordinating the annual appraisal process and identifying training needs.
- Support the recruitment and induction of Business Support staff.
- Conduct attendance monitoring, return to work interviews and welfare interviews as appropriate.

School Administration

- Support the Headteacher with the effective leadership of the school.
- Develop and maintain systems for the effective management and administration of school functions.
- Coordinate and manage whole school administration functions, for example suspensions and exclusions, trips and visits, and complaints, to deliver outstanding outcomes.
- Quality assure whole school documentation and communications.

- Support the effective marketing of the school, including adherence to the school's agreed branding, the production of the school prospectus and general communications through print, email and the website.
- Ensure all communications are compliant with agreed trust policies and GDPR.
- Ensure appropriate resources are in place for the efficient and effective daily operations.

Financial and Budget Management

- Work collaboratively with the Chief Financial Officer (CFO) and school finance team to ensure the effective delivery of financial processes within the school.
- Ensure all trust financial regulations and policies are adhered to.
- Provide the Headteacher with information regarding the school's financial position as requested.
- Work with the Headteacher, CFO and all related parties to prepare the school budget, ensuring that this aligns with the School Improvement Plan.
- Liaise with external partners to ensure value for money and timely information for budget planning.
- Incorporate genuine financial forward planning, and provide timely information to the CFO in regards to the school budget.
- Monitor internal expenditure to ensure this is undertaken in line with procurement procedures.
- Receive/monitor monthly management accounts from the CFO and present to the Local Governing Board once per term.
- Monitor and update school SLAs/contracts and licences ensuring value for money.
- Monitor the maintenance of the school fixed asset and inventory records.
- Prepare and submit documents for audit as requested by the CFO.
- Conduct research and make recommendations on initiatives to bid for funding, contributing to and leading bids as directed by the Headteacher.

Governance and Compliance

- Provide effective strategic leadership and development of governance, ensuring the school is compliant with all relevant legislation.
- Provide effective management of public facing information, ensuring this is accurate and up to date, with policies and other documents published as agreed in line with statutory requirements.
- Monitor compliance with the Scheme of Delegation.
- Manage the flow of information between the Local Governing Board and Trust Board in consultation with the Governance & Compliance Manager.
- Maintain the school's online governance portal.
- Maintain a school policy register and advise on the review and approval cycle.
- Ensure that Locally Agreed Policies are updated as and when required.
- Support the Headteacher in ensuring the application of policies, procedures and relevant legislation/guidance across the school.
- Ensure that the school's Risk Register is monitored and up to date, reporting identified risks in a timely manner to Chief Operations Officer (COO).

HR

Liaise with the HR Manager to:

- Provide an efficient and proactive HR service.
- Support the Headteacher with school-wide workforce planning and staff budgeting.

- Ensure the school's absence and attendance records are accurate.
- Ensure a compliant school's Single Central Record, ensuring it is efficiently and effectively maintained in line with KCSIE and other legislation.

Facilities and Estates, Health and Safety

Liaise with the school's Facilities Management provider and the COO to:

- Provide effective strategic leadership of the fabric of the estate, ensuring the school is presented to the best standard.
- Liaise with the Local Authority representative to ensure that all work is completed to the standards outlined in the PFI SLA.
- Support the Headteacher with the development of the school site and facilities.
- Provide effective strategic management of Health and Safety, including annual reviews of Health and Safety/Fire Safety, coordinating appropriately with Infrastructure Technician and Heads of Department.
- Build a positive and proactive Health and Safety culture across the school.
- Coordinate appropriate Health and Safety training.
- Provide an efficient and effective delivery of school lettings.
- Provide effective strategic management of the school's minibus fleet.

Catering

Liaise with the Catering Manager to:

- Provide an effective and efficient Catering and Hospitality provision.
- Ensure effective and positive working practices are maintained within the Catering Department.
- Support and contribute positively to the effective working relations with Penn Fields School through the Catering SLA.

Digital Support

Liaise with the COO to:

- Provide effective strategic leadership of the Digital Support Team.
- Support the Digital Support Team in developing a defined service ethos and contribute positively to effective working relations within the school.
- Ensure the efficient and effective management of contracts and SLAs in relation to the digital infrastructure.

MIS and Exams

Liaise with IMS Manager to:

- Provide effective Information Management and Exam provisions.
- Ensure effective handling of student data and information, and administration of assessment and reporting systems.
- Ensure effective external examinations and analysis of external examination results.

Quality Assurance

- Implement and adhere to school quality procedures.
- Contribute to the process of monitoring and evaluation in line with school procedures including performance criteria.
- Contribute to the review of procedures and protocols.
- Ensure all procedures and materials used are GDPR compliant.

Communications and Marketing

- Communicate effectively with students and staff as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.
- Take part in marketing and liaison activities such as Open Morning.
- Support events and meetings held outside normal school hours.

Other Specific Duties

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- 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.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:.....
Member of staff



HIGHFIELDS SCHOOL

SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

QUALIFICATIONS / TRAINING	ESSENTIAL	DESIRABLE
Recognised Business Professional qualification or equivalent.	✓	
GCSE English and Maths (or equivalent).	✓	
Evidence of Continuous Professional Development.	✓	

EXPERIENCE	ESSENTIAL	DESIRABLE
Proven experience in leadership and management, successfully leading, organising and motivating a team of staff.	✓	
Experience of managing financial and administrative systems.	✓	
Experience of working in an educational setting.		✓
Experience of using Office 365 and management information systems (e.g. Bromcom).	✓	
Experience in developing and managing change, implementing new systems, procedures and controls.	✓	
Experience of managing and maintaining data in a secure environment.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Excellent organisational, interpersonal and leadership skills.	✓	
Excellent time management skills with an ability to plan, prioritise, implement and monitor tasks within set time scales.	✓	
Excellent attention to detail and high standards of accuracy.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Excellent communication skills.	✓	
Highly proficient IT skills, including confident use of a wide range of software and digital tools to support efficient working practices.		✓
Strong project management skills, with a systematic approach to problem solving.	✓	
Proactive, solution-focused, and resilient under pressure.	✓	
The ability to lead sustained improvement in standards.	✓	
Working knowledge of school governance and procedures.		✓
Knowledge of Health and Safety legislation, employment law and data protection regulations.	✓	
Ability to use own initiative appropriately.	✓	
Ability to act with sensitivity, discretion and confidentiality.	✓	
Work constructively as part of a team.	✓	

OTHER	ESSENTIAL	DESIRABLE
Has a commitment to Safeguarding and promoting the welfare of children.	✓	
Personal presence and high expectations.	✓	
Positive outlook and strong work ethic.	✓	
Flexibility in working hours when necessary.	✓	
Sense of humour.	✓	