

School Business Manager Vacancy

Role	School Business Manager - Senior Leadership Team
Closing Date	Friday 23rd January 2026 at 8am
Interview Date	Friday 30th January 2026
Start Date	Summer term or earlier
Salary	M3-M4 depending on experience
Hours	37 hours per week

Thank you for your interest in the role of **School Business Manager** at Pinewood School Academy Trust. We are a specialist secondary setting for pupils with Learning Difficulties, Autism, and Speech, Language and Communication Needs, and we pride ourselves on creating a nurturing, inclusive environment where every young person is supported to thrive.

We are seeking a highly skilled and committed professional to join our **Senior Leadership Team as School Business Manager**. This is a strategic role requiring substantial experience in HR and financial management, with the ability to lead confidently across both areas.

The successful candidate will:

- Provide strategic oversight of the school's financial operations, ensuring compliance, value for money, and long-term sustainability
- Lead and manage HR processes, including recruitment, absence management, and staff wellbeing
- Contribute to whole-school leadership and development as a key member of SLT
- Uphold the highest standards of business ethos and operational excellence

We are looking for someone who brings not only technical expertise, but also integrity, initiative, and a genuine commitment to supporting our pupils and staff.

What Pinewood Offers:

- Competitive salary
- **Great location** with good road and rail links - rural setting with free on-site parking
- A strong culture of outdoor learning - both in school and the wider community
- Brand new facilities - State of the art new build due for completion February 2026
- Staff wellbeing initiatives (Education Mutual)
- Access to CPD and training opportunities
- Clear progression pathways for career development
- Supportive colleagues and an inclusive working environment

At Pinewood, we understand that every pupil is unique, with their own strengths, challenges, and aspirations. This is why we are so passionate about creating a school where they feel safe, valued, and inspired to learn. Whether it's through academic achievement, developing communication skills, or building confidence and independence, we are here to guide and support them every step of the way.

As a school, we are on an exciting journey, and we are committed to constantly growing and improving, always striving to provide the very best for our pupils. But what truly makes Pinewood special is our belief that every young person has potential, and with the right support, they can achieve wonderful things.

We warmly encourage prospective applicants to arrange an informal visit to the school, we'd love to show you first hand what makes Pinewood special. To arrange a visit or for any queries, please contact us via hr@pinewood.herts.sch.uk.

Please refer to the attached job description and person specification for full details of our exciting School Business Manager opportunity. Applications **must be submitted using the Pinewood School application form**, as we are unfortunately unable to accept CV's.

Please visit our website for further information at www.pinewood.herts.sch.uk

We look forward to receiving your applications and interest.

Warmest Regards



Miss T Howarth
Headteacher

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How to apply:

Applications must be made using our **Pinewood application form (please note we cannot accept CV's or Teach in Herts/TES application forms)**.

Please download an application form and email to PA to the Headteacher, Mrs Morcom,
hr@pinewood.herts.sch.uk

School visits are warmly welcomed & encouraged prior to application
please contact 01920 412 211 to arrange.

Interviews - Applications will be considered upon receipt. We reserve the right to close the vacancy early if a suitable candidate is appointed before the closing date

For more information, visit: www.pinewood.herts.sch.uk