

11th November 2025

Role	School Business Manager Vacancy - Senior Leadership Team
Closing Date	Wednesday 3rd December 2025 at 8am
Interview Date	Wednesday 10th/Thursday 11th December 2025 - date to be confirmed
Start Date	January 2026 or earlier
Salary	M3-M4 depending on experience
Hours	- 37 hours per week, 8am to 4pm with ½ hour unpaid break (working hours can be discussed) - Term time only, plus 5 inset days, plus 6 weeks (total of 45 working weeks per year)

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 and Chief Financial Officer. 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.

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.

Applications can be submitted via Teach in Herts, TES, DfE vacancies or directly via email. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, early submission of applications is advised to ensure your interest is considered.

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

Encs