



School Business Manager

Do you have the strategic leadership skills, energy and drive to join our 300+ staff team committed to our mission: to transform our pupils' lives and the lives of their families and our vision: to inspire breakthroughs in the way society enables children with complex needs to find true fulfilment?

Do you have the emotional intelligence and interpersonal skills required to build positive and professional relationships with pupils, families and staff, contributing to a collaborative, supportive and ambitious school culture?

Do you have the skills required to co-ordinate and connect the various functions that combine to make Riverside School the very special place it is?

If so, we'd love to hear from you. We are a forward-thinking and innovative all-age specialist school with a wonderfully diverse population: our 360 pupils are based over four sites, Beckenham, Bromley, St Paul's Cray and West Wickham, in the London Borough of Bromley. We are currently recruiting a School Business Manager to join our Leadership Team, whose role will be to contribute to the overall effective leadership and management of the school and to oversee the business support functions within Finance, Premises and Estates, Health and Safety, Human Resources, Administration and Data Management, ICT, Extended Services and Marketing. The successful candidate will have excellent interpersonal skills and the emotional intelligence to make powerful connections and build positive relationships across the school community.

At Riverside School, our core values are at the heart of everything we do:

Aspiration **R**esilience **C**reativity **H**umility **I**ntegrity **T**rust **E**nthusiasm **C**ourage **T**eamwork

They make up the acronym ARCHITECT to signify our passion for designing and building a school that will make an indelible mark on the world for generations to come; a school that will impact positively on everyone who enters, on people we may never meet, and in ways we may never know.

If you feel you have a part to play, please contact the school to arrange a visit. For further details and an application form, visit the Working at Riverside section of our website www.riversideschool.org.uk; contact the school on 01689 870519 or email recruitment@riverside.bromley.sch.uk

We look forward to hearing from you.

A handwritten signature in blue ink, appearing to read "SSolomons".

Steve Solomons
Headteacher

CLOSING DATE FOR APPLICATIONS: 18th November 2026

INTERVIEWS: Week beginning 30th November 2026

START DATE: January / February 2027

Riverside School is committed to providing equality of opportunity and safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post-holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Riverside's safeguarding systems. All appointments will be subject to receiving satisfactory references; clearance of a full DBS check and satisfactory health clearance.



SCHOOL BUSINESS MANAGER JOB DESCRIPTION

RESPONSIBLE TO: Headteacher and Governing Board

CONTRACT TYPE: Full time

SALARY SCALE: Bromley Management Grade 6: £68,267 - £74,475 (upper quartile – maximum)

MAIN PURPOSE OF THE ROLE

The School Business Manager will play a pivotal role in ensuring the smooth and effective running of the school's business functions, supporting the provision of high-quality education for children and young people with a range of complex needs. The postholder will lead and develop our team of school business professionals, providing strategic oversight and operational leadership across Finance, Premises and Estates, Health and Safety, Human Resources, Administration and Data Management, ICT, Extended Services and Marketing. The role will ensure that robust systems and processes underpin the school's mission and vision, enabling teaching staff to secure the very best outcomes for all pupils and their families.

KEY RESPONSIBILITIES

- Provide strategic leadership and management of the school's business functions to ensure the very best outcomes for pupils across all four Riverside School sites.
- Lead, inspire and develop the wider Operations Team, fostering a collaborative culture of continuous improvement, accountability, and high performance.
- Lead and manage change initiatives in line with the school's strategic vision and goals.
- Oversee governance, organisational policies and administrative procedures across the school.
- Lead the school's financial planning, budgeting, reporting and audit processes, working closely with the Headteacher and Governing Board to ensure long-term sustainability and value for money.
- Provide strategic support to the Facilities Manager in the oversight of the school's facilities, including the management, safety, security, and capital development of the school estate.
- Provide strategic support to the Human Resources Manager in their leadership of the HR function, supporting the development of policies and procedures that position Riverside School as an employer of choice.
- Provide strategic support to the Admin and Data Manager in their leadership of the schools' administration, data management and ICT delivery.
- Provide strategic support and guidance to the Extended Services Manager, to ensure the effective planning, resourcing and budget management of the service under the Riverside umbrella.
- Ensure robust risk management procedures and comprehensive business continuity frameworks across all operational functions.
- Drive strategic decision-making as a trusted advisor to the Leadership Team and its stakeholders.
- Use insights from the school's self-evaluation processes to seek opportunities for continuous growth and development.
- Liaise with external agencies, local authorities and professional networks to embed best practice across the school's operations.
- Promote and uphold the values, mission, vision and ethos of Riverside School in all aspects of the role.

LEADERSHIP & MANAGEMENT

Financial Management

- Provide strategic vision, leadership and specialist expertise across all aspects of the school's financial frameworks.
- Empower and support the school's Finance Team through coaching, mentoring and professional development to ensure efficient and highly effective performance of duties.
- Oversee, manage and co-ordinate the school's finances including budget preparation, expenditure controls and financial reporting systems.
- Prepare annual budgets for income and expenditure for approval by the Governing Board.
- Identify capital expenditure requirements and submit bids for funding as required by the local authority or DfE.
- Prepare appraisals for specific projects and wider school initiatives and oversee the development of projects on behalf of the school, including those set within the LA's capital programme.
- Act as the principal point of contact for auditors, managing regular audit procedures and implementing actions accordingly.
- Oversee and support the tendering for all service contracts with a view to cost effectiveness and ensure that the school maximizes its potential from the LA.
- Report to the Headteacher and Governing Board on the school's financial position and performance against the annual budget plan by preparing monthly budget monitoring reports.
- Prepare financial accounts and other returns as required by the DfE or LA.
- Assist the Headteacher with income generation, sponsorship and funding and develop positive relationships with other agencies.
- Manage the school's voluntary fund to the same high standards as the delegated budget, using the same robust systems of strategic and operational management.
- Gain and share best practice through positive engagement with local and regional professional networks.

Premises and Estate Management

- Empower and support the Facilities Manager through coaching, mentoring and professional development to ensure efficient and highly effective performance of duties.
- Oversee the strategic development of the school estate, ensuring that physical spaces are safe, compliant and conducive to learning.
- Provide specialist advice to the Facilities Manager, Leadership Team and Governing Board regarding health and safety, site security and estate compliance.
- Provide strategic oversight for new building projects and capital works, collaborating closely with architects, contractors and the LA.
- Produce an annual Premises Maintenance Plan in conjunction with the Facilities Manager to identify maintenance priorities and longer-term projects.

Health and Safety Management

- Ensure the health and safety policy is implemented and reviewed on a regular basis.
- Ensure risk assessments are robust and systems are in place to enable the identification of hazards.
- Ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues and that any issues are promptly followed up.
- Oversee and support the organisation of whole staff training on health, safety and compliance issues.

- Ensure the school's risk register is maintained and updated regularly.

Human Resources Management

- Empower and support the Human Resources Manager through coaching, mentoring and professional development to ensure efficient and highly effective performance of duties.
- Work alongside the Human Resources Manager to analyse current and future staffing models in alignment with the School Development Plan and budget projections.
- Work alongside the Human Resources Manager in the management of staff attendance.

Administration and Data Management

- Empower and support the Administration and Data Manager through coaching, mentoring and professional development to ensure efficient and highly effective performance of duties.
- Work alongside the Administration and Data Manager to maximise team capacity, balance workloads and achieve administrative excellence.
- Work alongside the Administration and Data Manager to ensure that appropriate support for teaching and learning is in place.

ICT Management

- Coordinate and track necessary software licenses, system permissions, and hardware compliance criteria to ensure continuity.
- Collaborate with the Administration and Data Manager to engineer robust technology contingency plans and disaster recovery protocols.

Extended Services Management

- Empower and support the Extended Services Manager through coaching, mentoring, and professional development to ensure efficient and highly effective performance of duties.
- Work alongside the Extended Services Manager to ensure the school's offer (Lighthouse Club) remains a highly valued service by commissioners and families and has the requisite infrastructure to ensure the highest quality provision.

Marketing

- Secure additional funding streams and revenue via a range of bidding frameworks, brand awareness and community partnerships.

ADDITIONAL NOTES

Job descriptions are dynamic tools and remain subject to periodic review to align with the needs of the school.

The responsibilities detailed above represent the core essentials of the post. The postholder is actively encouraged to propose innovative ways for extending these responsibilities in line with the School Development Plan (SDP).



SCHOOL BUSINESS MANAGER PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree level or equivalent at professional qualification level	✓	
A professional qualification in Financial Management or equivalent experience	✓	
A professional qualification in School Business Management or Project Management or equivalent experience		✓
Membership of ISBL		✓
Experience and Knowledge	Essential	Desirable
Extensive strategic financial management experience	✓	
Evidence of successful leadership and management of diverse teams	✓	
Evidence of managing procurement and external contractors	✓	
Successful track record of managing complex projects from inception to completion	✓	
Experience of working in an educational or public sector environment		✓
Experience of marketing to secure fundraising and building partnerships to ensure that the school's profile is raised locally and nationally		✓
Experience of working across different sites		✓
Basic knowledge of building regulations, construction and maintenance		✓
Sound knowledge of Health and Safety legislation, policy and practice	✓	
Highly competent in the use of Management Information Systems	✓	
Personal Skills	Essential	Desirable
Full alignment with the school's ARCHITECT values: Aspiration, Resilience, Courage, Humility, Integrity, Trust, Enthusiasm, Creativity and Teamwork	✓	
Ability to build and maintain effective working relationships within a multi-disciplinary team	✓	
Ability to relate well to children with a range of complex needs	✓	
Excellent verbal and written communication skills	✓	
Ability to remain calm and organised under pressure	✓	
Ability to self-evaluate and address learning and development needs	✓	
Ability to prioritise and manage workload and those of colleagues	✓	
Commitment to working in an open and transparent way, enabling knowledge-sharing and collaboration across departments		✓

Emotional intelligence and interpersonal skills at times of challenge	✓	
Commitment to equal opportunities for all members of the school community	✓	
Adaptable, reflective and capable of leading and managing change	✓	
Ability to motivate, negotiate, challenge and influence alongside care for others, diplomacy and approachability	✓	
Willingness to be flexible in response to the requirements of the role	✓	