



# School Business Manager

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900. An application pack is available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully



Jo Meloni  
**Headteacher**

## School Business Manager

Permanent, Full Time - Pay £53,350 - £58,178  
Required July 2025

A rare opportunity has arisen for an exceptional School Business Manager (SBM). This role would ideally suit an experienced SBM or finance professional looking for a broader remit within a large school setting. This person will play a key role in contributing to the direction of the school through our vision and values, providing strategic financial and operational leadership. They will work closely with the Headteacher and Senior Leadership Team, providing clear guidance and support and will be a key player in the smooth running of the school.

This role requires leadership which provides innovative, efficient and cost-effective school business management with overall responsibility for finance, premises, health & safety, catering, alongside some elements of H.R.

We are seeking an enthusiastic and highly organised individual to join our team.. Someone who is innovative and forward thinking, offering a strong track record of successful operation leadership and management experience as well as excellent strategic and communication skills.

Our ideal candidate will:

- Lead the strategic financial management of the school, overseeing the finance, premises and catering teams.
- Ensure best value for money by overseeing all external contracts.
- Support the school in achieving its vision of high-quality education for our students by promoting excellent business practice and maximising resource efficiency.

This is an outstanding opportunity to join a thriving and successful, 11-18, mixed, comprehensive school with a reputation for fighting for every child.

If we have piqued your interest, please do not hesitate to get in touch. Even if you do not tick every single criteria but feel you have the experience, skills and drive to take on this role and it excites you then we would love to hear from you!

**Closing Date:** 8.00 am Wednesday 23 April 2025    **Interview date:** Week beginning 28 April 2025

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Visits prior to application are encouraged. An application form and further details can be downloaded from our website <https://sackvilleschool.org.uk/> under "About Us" then "Working at Sackville" or from our Human Resources Office, email [hr@sackvilleschool.org.uk](mailto:hr@sackvilleschool.org.uk)

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to [hr@sackvilleschool.org.uk](mailto:hr@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service along with other relevant employment checks, including satisfactory references. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# JOB DESCRIPTION

## CORE PURPOSE:

- To work closely with the Headteacher and Governing Body to ensure the school is financially sound, safe, and well-resourced.
- To lead all non-teaching operations, including finance, HR, site management, catering, and administration, in support of the school's educational aims.
- To promote a strong business ethos and ensure efficient use of resources aligned with the School Improvement Plan.
- To manage and develop support staff, including their performance management, in collaboration with the leadership team.
- To oversee project management and contractual arrangements supporting the school's development.

## ACCOUNTABILITY

### Strategic Influencing and Leadership:

- Contribute to strategic school planning and decision-making.
- Be a visible leader and expert in finance, business planning, and operations.
- Promote high standards across support services to improve outcomes for students. Guide and support budget holders to achieve value for money.
- Ensure staff understand and align with the school's vision and values.

### Strategic financial planning, management and reporting:

- Develop, review and implement the school's financial policies, processes and procedures, including all aspects of financial budget planning and management, income generation, audit and control in order to make best use of the financial resources.
- Develop planning and budgeting models as necessary that are accurate, capable of amendment at short notice, easily understandable and integrate with the School Development Plan.
- Ensure the effectiveness of the school's Governance arrangements in order to enable the school to achieve its strategic aims and objectives as well as ensuring financial compliance with the DFE, EFA Financial Handbook and the WSCC Scheme of Delegation
- Complete all data capture requirements of the EFA / DFE incl School Workforce Census and other information required by the "COLLECT" online portal.
- Report to the Governors with detailed Management information and financial accounts
- Prepare detailed reports to Governors for meetings and at other times as required by the Headteacher and Governors.
- To lead on the implementation of recommendations from Internal and external Audit reviews.
- Ensure bid-based competitive funds by effective use of bidding systems and contracts.
- Negotiate, manage and monitor contracts and services to the school.
- Ensure bids, tenders and relevant contracts adhere to school policies and procedures.
- Provide reports to the Headteacher and Governing body on progress in advance of meetings as required.

### Financial Resource Management

- Prepare and manage annual and 3-year budgets in consultation with SLT and Governors, ensuring alignment with educational and strategic goals.
- Monitor budgets, report variances, and recommend corrective actions to ensure value for money and efficiency.
- Support department budget holders with planning and financial management advice. Maintain strong financial controls and accountability to reduce risk of fraud or misuse.
- Ensure compliance with the Schools Financial Value Standard and use benchmarking data to inform decisions.
- Oversee procurement and payment processes, ensuring best value and efficient use of resources.
- Manage school fund accounts, year-end accounts, and data transfer with WSCC; coordinate school fund audits.
- Oversee contracts for services (e.g., catering, cleaning) and manage utilities, leasing, and financial records.
- Administer cashless payments, lettings income, and pursue debt recovery where necessary.
- Ensure income is maximized through lettings and prompt invoicing, taking legal action where necessary to recover bad debts

### **Administration Management**

- Manage the whole school financial functions, e.g., Bromcom
- Manage systems and links that interact across the school, e.g., Cashless Catering, MCAS
- Consult with relevant people to introduce new technology or improve existing technology
- Ensure necessary licences held
- Ensure effective liaison with other schools, developing good relationships with finance managers, bursars and business managers
- Maintain monthly updates of financial spreadsheets, including income against budget and utilities expenditure
- Coordinate maintenance of equipment inventory
- Work closely with the headteacher's PA on all matters relating to staffing, recruitment and staff contracts
- To be the local Data Protection and Freedom of Information Officer.

### **Facilities and Property Management**

- Ensure the effective management and safeguarding of the school's estates and assets.
- Provide reports to the Headteacher and Governors regularly as required.
- Oversee the safe maintenance and security operation of all school premises in conjunction with the Premises Officer
- Investigate methods of energy saving, liaising with outside sources as necessary
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Procure and monitor service contracts, e.g., grounds maintenance, cleaning, catering (whenever applicable)
- Project procurement, e.g., Internet payments system, cashless catering system
- Liaise and develop good relationships with contractors for catering, cleaning (if and when applicable)
- Manage the letting of school premises to external organisations to promote good community links and professional facilities for hire
- Develop good working relationships with contractors and outside agencies to help develop school policies
- Liaise with WSCC on all insurances, submitting claims and satisfying SLT queries

### **Risk Management and Health and Safety**

- Develop, review and implement an effective risk management strategy across all disciplines including health and safety, contractual arrangements and crisis management in order to mitigate the risks to the successful operation of the school and to ensure a safe and secure environment.
- Develop plans with reference to the local authority for the appropriate compliance with H&S legislation.
- Be responsible for completing the school self-assessment and local risk registers.
- Report to the Headteacher and Governors regularly as required.
- Act as the school's Health & Safety Coordinator and Fire Officer, ensure regular records and fire risk assessments are maintained liaising with the Premises Manager to ensure regular fire drills initiated and recorded, fire-fighting equipment regularly maintained, fire exit signage appropriate and fire drill exit routes up to date.
- Oversee the regular PAT testing requirements re training and testing of equipment, liaising with qualified members of staff
- Oversee annual statutory Health & Safety training
- Book and maintain records re first aid training and minibus driver assessments
- Ensure the school has all adequate risk assessments in place and oversees risk management plan

### **Policy Management**

- Develop, review and implement the school policies in consultation with the school Senior Leadership Team and Governors as required.
- Ensure that relevant school policies are updated regularly, approved by Governors, and are compliant with legislation and best practice. Policies include the school's Fire Action Plan, Asbestos Management Plan, Health & Safety and Lockdown. These policies need to be maintained and available for all staff to see
- Report to the Headteacher and Governors regularly as required.

### **Marketing, Communication and External Links:**

- Contribute to the effective management of the school's marketing and communication strategy in order to achieve a positive image across the school community and the wider community, including business and a reputation for excellence locally, regionally and nationally.
- Contribute to marketing strategies aimed at maximising the student numbers on roll at the school.

## **Human Resources and Payroll**

- Ensure the effective development, review and implementation of the school's Human Resources policies and practice, including payroll.
- Ensure the effective operational management of outsourced services.
- To oversee elements of Human Resources, including: induction, contracts of employment, personnel administration, Single Central Record, BROMCOM Personnel updates etc.
- To ensure the Pay Policies are reviewed and implemented in line with terms and conditions of employment (Teachers and Support Staff)
- To ensure that salary statements are published annually for teaching staff following annual performance reviews
- To ensure good communication with Payroll and Personnel Services.
- To develop an expertise in the terms and conditions of all staff and to seek advice when required.
- To advise School Leadership and Governors on latest employment legislation and possible impact on the school e.g. pay policy and procedures
- To work with the Headteacher and the Senior Leadership Team annually on costs of teaching staff and make annual recommendations in order to achieve best value using a Curriculum Led Financial Planning tool.
- To provide reports to the Headteacher and Governors as required.

### **Support Staff Leadership:**

- To ensure that all support staff job descriptions and accountabilities are regularly reviewed
- To ensure that Supported Introduction to Employment, performance reviews and CPD are effectively managed for support staff
- To ensure that adequate cover is in place for the school holidays, taking into account the contracts of the existing staff and cover available.
- To take the lead on the Health & safety of Support Staff

### **General Expectations**

- Support the professional ethos and the values of the school.
- Support the School Leadership Team in the day to day leadership of the school.
- To carry out any other tasks as required
- Maintain a tidy and professional working environment
- Maintain efficient systems
- To carry out the above duties in accordance with the school's Policies and Guidelines.

### **Support Staff Line Management**

- Line manage, lead and support the Finance team, Premises team, catering team and medical officer.

### **HEALTH AND SAFETY (all staff):**

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

### **SAFEGUARDING (all staff)**

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

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.

The job is subject to the current Support Staff pay and conditions and the policies established by the governors and WSCC.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and may be reviewed annually.

# PERSON SPECIFICATION

## School Business Manager

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview. You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
A good level of education to GCSE standard (minimum grade C/4) in Mathematics and English	✓	
Further education including SBM/accountancy qualification or relevant experience in a school, public sector organisation or business setting.	✓	
Willingness to develop own expertise	✓	
Recent relevant in-service training	✓	
<b>Experience</b>		
Experience to include budget setting, monitoring and reporting.	✓	
Managing budgets, financial reporting, procurement and fixed assets	✓	
A knowledge of internal control processes as well as knowledge of funding arrangements for Local Authority schools.		✓
Understand and participate in the school's self-evaluation activities of financial performance and co-ordinate with external inspectors/auditors	✓	✓
Able to prioritise, analyse and present financial information.	✓	
Working in a secondary school or other educational setting		✓
Experience of successfully planning and initiating change	✓	
Experience and success at project management	✓	
Knowledge and understanding of relevant legislation, including educational funding, Human Resources/ staff terms and conditions/ employment law, school governance, health and safety, and equal opportunities)	✓	
<b>Abilities and aptitudes</b>		
Attention to detail and ability to work to a high degree of accuracy	✓	
Clear communication skills (spoken, written and use of ICT)	✓	
Excellent financial and analytical skills	✓	
The ability to lead and work as member of a team	✓	
Ability to work under pressure, prioritise and meet deadlines	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Good judgement over matters of confidentiality and integrity in dealing with sensitive information	✓	
Ability to work sensitively with a wide variety of people	✓	
Patience	✓	
Self confidence	✓	
Resilient, Optimistic, Community focused, Kind and Self-aware with a 'can do' approach	✓	
A non-judgemental disposition	✓	
<b>Other requirements</b>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	
Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers
  - School to School Reviews
  - Student events

## LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands







Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live **fulfilling adult lives** as **global citizens**
- ✓ To work closely with other professionals and agencies to **serve the needs of our community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



CURIO **S** ITY  
**A** MBITION  
**C** OMMUNITY  
 TEAMWOR **K**  
 POSITI **V** ITY  
 INTEGR **I** TY  
 RESI **L** ENCE  
 EXCE **L** ENCE  
**E** QUITY

Sackville School on a page



Sackville School

TOGETHER WE ACHIEVE