

School Business Manager



Salary range – NJC PO6 points 48-51 (£65,375 - £69,139) *pay award pending*

Start Date – September 2026

Hours – 37 hours per week

Contract – Permanent, full year

Wolverley CE Secondary School is a thriving, values-led school set in the heart of the Worcestershire countryside, serving the local community of Wolverley and surrounding areas. With a strong Christian ethos, we are proud of our inclusive culture, ambitious vision, and commitment to delivering an outstanding education for all students. This role presents a unique opportunity to join our Senior Leadership Team and play a pivotal role shape the financial future of the school, taking a lead in driving sustainability and strategic growth. As a varied and highly influential senior leadership position, it provides the chance to contribute meaningfully to whole-school development while working alongside a dedicated and collaborative team.

We are seeking an exceptional and strategic Business Manager with a strong financial background to lead and manage the school's business functions. This is a high-impact leadership role, with finance at its core, ensuring that resources are maximised to support educational outcomes and long-term sustainability.

Reporting to the Headteacher, you will oversee a wide portfolio including finance, HR, premises, ICT, administration, compliance and support services, while leading a diverse team of over 20 staff.

Key responsibilities

Financial Leadership

- Under the leadership of the Headteacher and Governors, oversee all aspects of financial strategy, including budget setting, long-term financial planning and forecasting.
- Manage a multi-million-pound budget, ensuring financial control, compliance, and value for money.
- Identify and drive income generation opportunities, including lettings, grants, and partnerships.
- Oversee procurement, tendering, contracts and service level agreements to secure best value.
- Monitor financial performance, analyse variances and provide clear, strategic reporting to senior leaders and governors.
- Ensure robust financial systems, controls and compliance with all regulatory frameworks.

Strategic & Operational Leadership

- Play a key role in whole-school strategic planning and decision-making.
- Lead and develop support services, including administration, HR, ICT and premises.
- In partnership with Senior Leaders and Governors, oversee workforce planning, recruitment processes and staff development.
- Manage site operations, estates development, health & safety and compliance.
- Act as Data Protection Officer, ensuring GDPR compliance.

Wider Responsibilities

- Lead business and operational aspects of the school's unique Animal Care Centre.
- Build strong partnerships with governors, external agencies and the wider community.
- Ensure the smooth and efficient running of all non-teaching functions across the school.

We are looking for a highly motivated and experienced leader who brings:

- Significant experience in financial management, budgeting and strategic planning
- A recognised qualification in finance, business management or a related field
- Strong commercial acumen with the ability to identify efficiencies and generate income
- Proven leadership experience across multiple service areas
- Excellent analytical, communication and stakeholder management skills
- A commitment to supporting education and improving outcomes for young people

Experience in an educational setting is desirable but not essential.

Prospective candidates are warmly encouraged to visit the school to experience our ethos and community firsthand. Please contact us to arrange a convenient time.

Wolverley CE Secondary School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment.

We reserve the right to close this vacancy early should we receive a high volume of applications. Early application is therefore strongly encouraged.

The deadline for applications is Monday 1st June 2026 at 9am.

Interview date to be confirmed.