

School Business Manager Job Advert

Closing date:	11 th May at 12 noon
Interview:	Week commencing 18 th May
Job Start Date:	As soon as possible, to be negotiated with successful candidate
Contract:	Permanent
Hours of work:	Full time, 37 hours 42 weeks (additional weeks by agreement – open to discussion)
Salary Type:	Support Staff
Salary Details:	Grade F
FTE - 37 hours per week 52 weeks	£40,643 (step1) - £45,077 (step5)
Pro rata Salary:	
37 hours per week 42 weeks per year	£37,602.59 (step1) - £41,704.89 (step5) Under 5 yrs service
37 hours per week 42 weeks per year	£38,102.81 (step1) - £42,259 (step5) Over 5 yrs service

We are seeking a skilled and motivated School Business Manager to join Riverside Community Special School and play a crucial role in our strategic and operational leadership. It is a new role for the school and an exciting opportunity for the successful candidate to shape the direction.

The School Business Manager will work closely with the Headteacher and be a part of the Senior Leadership Team with responsibility for assisting with the strategic vision and day to day operations relating to, Budget, Finance, Human Resources, Premises, Health and Safety and Communication.

About Riverside Community Special School

We are a maintained special school in Hampshire, proudly supporting pupils with moderate and severe learning difficulties. We offer a nurturing environment where every child is valued. Our school includes a main site and a satellite provision, with spacious grounds.

At Riverside, we work together as a motivated and dedicated team to make a lasting difference to our children, families, and community. We place wellbeing at the heart of everything we do, helping pupils to flourish.

With a new Headteacher recently in post, the school is embarking on an exciting period of positive change and long-term development.

About you

The successful candidate will be:

- Highly organised and efficient, with the ability to manage multiple priorities in a fast-paced school environment
- Experienced in leading business operations, including overseeing contracts and managing administrative and site teams
- An excellent communicator, with the ability to build positive relationships with staff, governors, parents, and external partners
- Professional and approachable, maintaining confidentiality at all times
- An experienced leader within an office or school setting, working closely with senior leadership teams
- A Strategic thinker, able to link financial management to school improvement planning and support long-term goals
- Knowledgeable in statutory requirements, including safer recruitment, with a commitment to compliance and best practice
- Skilled in financial management, including budget control, identifying efficiencies, and supporting income generation
- Experienced in managing health and safety and premise matters
- Well-qualified in school business management (e.g. NCSL qualification or equivalent)
- Confident using school IT systems and able to develop and maintain clear processes and procedures
- Proactive and motivated, with the ability to lead initiatives and manage projects effectively
- Strong attention to detail, with excellent organisational and problem-solving skills
- Committed to safeguarding, wellbeing, and improving outcomes for all pupils
- Enthusiastic team player who is dedicated to making a positive impact on the school community

What we offer

- The chance to make a tangible difference to children in a special school setting and to shape systems and facilities with long-term impact
- A collaborative, motivated and dedicated team culture that celebrates achievements and supports professional development
- Incredible children who enjoy school life and thrive in our busy school
- Opportunities to develop your leadership experience and broaden your responsibilities across school business functions, with excellent opportunities for CPD.
- The opportunity to join our team during an exciting period of change and lead sustained and substantial development within our admin, finance and site teams

We are looking for someone who can lead with professionalism, integrity and empathy. Please see job description, role profile and person specification for further details.

To apply for this role please email the school office adminoffice@riverside.hants.sch.uk for an application form.

Visits to the school are warmly welcomed and actively encouraged. Please contact the school office on 02392 250138 or email adminoffice@riverside.hants.sch.uk to book a visit with our Headteacher.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.