

Role:	Senior School Business Manager
Hours:	36 hours per week, full time, Monday to Friday, 52 weeks per year. Other working patterns will be considered.
Closing Date:	Monday 3rd November 2025 at 10.00 am
Salary:	Scale 18 points 60-64: £77,550 - £84,042
Job Description:	Join Our Team at Mayfield School – Make a Difference Every Day Thank you for considering a career at Mayfield School. We're excited to welcome passionate and dedicated professionals to join our inclusive, ambitious, and forward-thinking team. Are you: • Looking for a senior leadership role where you can drive strategy and operational excellence? • Experienced in financial management, HR, IT, facilities management and governance within a complex organisation? • Ready to lead and influence key decisions at the highest level? • Committed to supporting the school's mission through exceptional resource and business leadership? If so – Mayfield School is the right place for you. We are seeking an experienced Senior School Business Manager to play a key leadership role as part of our Senior Leadership Team. You will provide strategic and operational leadership across the Finance Team, Human Resources (HR), Facilities Team, IT Team and Reception/Admin Team ensuring the most effective use of resources to ensure the school meets its educational aims. In this role, you will: • Lead and line manage teams across Finance, HR, Facilities, IT and Administration. • Negotiate and influence strategic decision-making as part of the Senior Leadership Team. • Take delegated responsibility for financial and other operational decisions in the absence of the Headteacher.

- Lead the development and management of a robust, realistic and balanced annual budget, ensuring effective use of resources and value for money.

We are looking for someone who:

- Has significant experience in school business management or an equivalent senior leadership role.
- Demonstrates strong financial acumen and can manage budgets and resources strategically.
- Has a proven ability to lead teams across multiple operational functions.
- Understands legal and regulatory frameworks relevant to HR, finance, governance, IT and health & safety.

At Mayfield, we believe that operational excellence is essential to educational excellence. If you are ready to take on this exciting strategic leadership role, we would love to hear from you.

 Important Notes:

- *Other working patterns will be considered.*
- *We do not accept CVs.*
- *All applicants must have the right to work in the UK.*

To learn more about our school, please visit our website.