



SCHOOL BUSINESS MANAGER
Full Time | Permanent

LBR 17 (Spine Points 50–53) £65,181 – £68,784 per annum

Woodford County High School is seeking to appoint an exceptional School Business Manager to join our Senior Leadership Team and play a central role in the strategic development of this highly successful girls' grammar school.

This is a significant leadership role within the school.

Working in close partnership with the Headteacher, the School Business Manager provides strategic leadership across finance, operations, estates and administration, ensuring that the school's resources, infrastructure and systems fully support our educational ambitions.

Woodford County High School is a high-achieving and ambitious community grammar school with over 1,200 pupils, including a thriving Sixth Form of more than 340 students. As the school continues to evolve, the Senior Leadership Team is currently developing a 3–5-year strategic development plan, and the School Business Manager will play a key role in shaping and delivering this work.

The successful candidate will provide strategic oversight of the school's financial and operational functions and will help ensure that the school remains both financially sustainable and organisationally agile in a rapidly changing educational landscape.

Key responsibilities include:

- Providing strategic leadership for the school's financial planning and resource management
- Leading the development and management of the school's £8–9 million budget
- Working closely with the Headteacher and Governors to support long-term strategic planning
- Providing leadership for premises, estates and operational services
- Identifying and developing new revenue streams and funding opportunities
- Ensuring robust systems for financial governance, compliance and risk management
- Leading and developing a large and diverse support staff team

We are seeking a candidate with:

- Significant experience of strategic financial management
- Strong leadership and organisational development skills
- A proven ability to manage complex operational responsibilities
- The confidence to operate as a strategic partner to the Headteacher
- High levels of integrity, judgement and professional credibility



Experience within a school or educational setting is desirable but not essential. We welcome applications from candidates with strong strategic financial and operational experience from a range of sectors.

This is an exciting opportunity for a talented and forward-thinking leader to contribute to the next phase of development of an ambitious and successful school.

Further information, including the job description and application process, is available on the school website: www.woodford.redbridge.sch.uk

Applications must be submitted using the London Borough of Redbridge application form. CVs will not be accepted. Please email your completed application form and supporting statement to recruitment@woodford.redbridge.sch.uk before the vacancy closing date.

Closing date: Monday 6th April 2026 (9am)

Interview date: Week commencing 13th April 2026

Applications will be reviewed on an ongoing basis and early applications are encouraged. The school reserves the right to make an appointment at any stage.

Woodford County High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and appropriate safeguarding checks.

London Borough of Redbridge