

WOODFORD COUNTY HIGH SCHOOL



School Business Manager

LBR17 | Spine Points 50–53

Full Time | Permanent



Welcome from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in the role of School Business Manager at Woodford County High School.

This is a significant leadership opportunity within our school.

Woodford County High School is a highly successful and ambitious girls' grammar school with a long-standing reputation for academic excellence. Our students are capable, motivated and aspirational, and we are deeply committed to ensuring they receive an education that prepares them not only for examinations but for the opportunities and challenges of the modern world.

To achieve this, strong and thoughtful operational leadership is essential.

The School Business Manager plays a pivotal role in ensuring that the systems, resources and infrastructure of the school enable our educational ambitions to flourish. As a member of the Senior Leadership Team, the successful candidate will work closely with

me and with governors to ensure that the school remains financially sustainable, operationally effective and strategically forward-looking.

This role extends well beyond financial management alone. It encompasses the strategic leadership of finance, premises, support services and organisational systems, ensuring that the school operates with efficiency, integrity and long-term vision.

Woodford is entering an exciting phase of development as we work together to shape a 3–5 year strategic development plan for the school. The School Business Manager will play an important role in this work, helping to ensure that our planning is both ambitious and sustainable.

We are therefore seeking a candidate who combines strong financial expertise with strategic thinking, professional judgement and the ability to lead complex operational areas with confidence.

The best way to understand Woodford is to experience its atmosphere - a community where intellectual ambition sits alongside kindness, professionalism and a shared commitment to the success of every student.

This is an exciting opportunity for a capable and forward-thinking leader to contribute to the continued success and development of our school.

I look forward to receiving your application.

Yours sincerely

Gemma Van Praagh
Headteacher
Woodford County High School

The Role

JOB DESCRIPTION

JOB TITLE

School Business Manager
Full Time Contract

SALARY RANGE

LBR17 – Spine Points 50–53

RESPONSIBLE TO

Headteacher

RESPONSIBLE FOR

Operational strategy covering: Finance, Premises, Support Services, GDPR, and oversight of Administration

JOB PURPOSE

1. The purpose of the role of School Business Manager is to provide strategic leadership and operational oversight of the school's business functions including finance, facilities, HR and support services. The postholder will ensure that the school's resources, infrastructure and operational systems effectively support high-quality teaching and learning and the achievement of the school's strategic priorities.
2. The School Business Manager is a key member of the Senior Leadership Team and works in close strategic partnership with the Headteacher to support the long-term development of the school. The role combines strategic financial leadership with operational oversight, ensuring that the school's resources and systems are aligned with and enable the school's educational vision.
3. The School Business Manager contributes significantly to the strategic development of the school, providing expert financial and operational advice to the Headteacher and Governors and supporting the development and implementation of the school's strategic plans and priorities.
4. The School Business Manager leads the development and implementation of strategies, policies, systems and processes across the school's operational

- functions, ensuring compliance with legislative, regulatory and reporting requirements.
5. The School Business Manager provides leadership and management for all support staff (48 FTE as at March 2026), ensuring that operational teams contribute effectively to the delivery of the school's priorities and the wellbeing of both pupils and staff.
 6. The School Business Manager provides strategic leadership of the school's finances, premises and operational services, promoting the highest standards of business practice, financial stewardship and value for money.
 7. The School Business Manager represents the Headteacher, where appropriate, in relation to delegated financial and operational matters within the Local Authority and with external agencies.
 8. The School Business Manager has overall responsibility for the school site and its resources, ensuring that the estate is maintained and developed in line with the School Development Plan.
 9. During periods when the school is open during holidays, the School Business Manager may act as a first point of contact for operational matters arising on site.
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DUTIES

Leadership & Strategy

1. To provide strategic vision and leadership across all operational functions of the school, including finance, administration, HR and premises management.
2. To work closely with the Headteacher in the development and implementation of the school's strategic priorities, including contributing to the development of the school's 3–5 year strategic development plan.
3. To ensure that financial planning, operational systems and infrastructure are aligned with the school's long-term educational and organisational objectives.
4. To be accountable for the management of the school's budget (currently £8–9m as at March 2026), ensuring it is managed effectively, delivers value for money and complies with legal requirements.
5. To ensure that the school meets national financial standards and operates in accordance with the London Borough of Redbridge Standing Orders and Financial Regulations.
6. To provide expert financial and strategic advice to the Headteacher and Governors on the implications of national policy developments, funding changes and financial pressures.
7. To lead the development of a professional and collaborative support staff culture aligned with the aims and values of the school.

8. To lead the continued professional development of support staff and operational teams.
 9. To provide, or where appropriate procure, professional advice for the Headteacher on legal, public, statutory and marketing matters.
 10. To lead and manage organisational change within operational areas in line with the School Development Plan.
 11. To ensure accurate and effective management information systems are in place and that statutory returns and reporting deadlines are met.
 12. To lead the school's GDPR strategy and ensure full compliance with relevant legislation and standards.
 13. To ensure that financial and operational systems remain efficient, robust, legally compliant and fit for purpose.
 14. To attend Senior Leadership meetings, Full Governing Body meetings and Finance & Premises Committee meetings.
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Financial Resource Management

1. To ensure the integrity of the school's financial systems and procedures and lead on all aspects of financial management in accordance with the school's Financial Procedures Manual.
2. To prepare a realistic and balanced annual budget aligned to the School Development Plan for approval by the Headteacher and Governors.
3. To monitor budget performance and produce regular financial reports for the Headteacher and Governors, highlighting significant variances and recommending appropriate actions.
4. To lead medium and long-term financial planning, including the preparation of a three-year financial plan to support strategic decision-making.
5. To hold budget holders accountable for the effective management of their budgets through the provision of accurate financial information and guidance.
6. To manage the SIMS FMS financial software system and provide guidance and training to users.
7. To ensure the timely production of all financial reporting including management accounts, CFR returns, cash-flow forecasts, year-end accounts and benchmarking reports.
8. To maximise income generation through lettings and other commercial activities.
9. To identify and develop additional funding streams and revenue opportunities for the school.
10. To lead procurement processes and competitive tendering in accordance with best value principles.

8. To maintain and monitor the school's asset register and ensure appropriate asset checks are undertaken.
 9. To advise the Headteacher and Chair of Governors if fraudulent activity is suspected or identified.
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Facilities & Property Management

1. To ensure the school provides a safe, secure and compliant environment for pupils, staff and visitors.
 2. To lead the development and implementation of the Premises Development Plan, including energy conservation and decarbonisation initiatives.
 3. To oversee a rolling programme of maintenance, improvement and refurbishment across the school estate.
 4. To lead capital development projects and liaise with consultants and Local Authority contractors.
 5. To ensure building projects comply with statutory and contractual requirements.
 6. To manage the purchase, repair and maintenance of furniture, equipment and fittings.
 7. To ensure effective grounds maintenance and safe management of hazardous substances.
 8. To manage catering and cleaning contracts and ensure value for money.
 9. To ensure appropriate insurance arrangements are in place and compliant with statutory requirements and Local Authority guidance.
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Human Resource Management

1. To lead the recruitment and retention of high-quality support staff.
 2. To ensure compliance with safer recruitment requirements and DBS clearance procedures.
 3. To maintain accurate personnel records.
 4. To manage payroll services including pensions and associated processes.
 5. To ensure HR policies and procedures comply with legal and regulatory requirements.
 6. To lead HR processes relating to support staff including disciplinary, capability and absence management processes.
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Data Protection

The School Business Manager acts as the Data Protection Officer and is responsible for ensuring that:

- Privacy notices comply with GDPR
 - The school regularly reviews the data it holds and how it is processed
 - Subject Access Requests are managed appropriately
 - Consent procedures comply with GDPR requirements
 - Data breaches are appropriately managed and investigated
 - Data Protection Impact Assessments are undertaken where required
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Health & Safety

1. To lead the school's health and safety strategy and ensure compliance with relevant legislation.
 2. To ensure that health and safety policies are effectively communicated and implemented.
 3. To lead consultation on health and safety matters including engagement with union representatives.
 4. To ensure systems are in place for the identification and mitigation of risks.
 5. To maintain appropriate security arrangements across the school site.
 6. To report health and safety matters to Senior Leadership, Governors and relevant authorities.
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Line Management & Performance Management

1. To provide leadership and management of the school's support staff and contracted service teams.
 2. To line manage finance staff and direct their operational work.
 3. To act as performance management lead for approximately six staff.
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All staff should familiarise themselves with the expectations outlined in the Staff Code of Conduct (SP02.11). This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended following consultation.

Key Strategic Responsibilities

- Provide strategic leadership of the school's £8–9m budget
- Lead medium and long-term financial planning
- Support development of the school's 3–5 year strategic plan
- Provide operational leadership for premises and infrastructure
- Lead and develop support staff teams
- Ensure strong financial governance and compliance
- Identify opportunities for new revenue streams



Person Specification

SCHOOL BUSINESS MANAGER

Qualifications

Essential

- Relevant degree or equivalent professional qualification in finance or business management

Desirable

- School Business Manager qualification (CSBM, DSBM, ADSBM or MSc School Business Management)
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Professional Development

Essential

- Evidence of sustained continuing professional development

Desirable

- Membership of the National Association of School Business Management (NASBM) or similar professional body
 - Up-to-date training in GDPR and data protection compliance
 - Health and Safety management training
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Experience

Essential

- Significant experience of managing strategic financial planning and resource management
- Experience of managing complex budgets, financial reporting and procurement processes
- Experience of operating at senior leadership level within an organisation
- Experience of leading and developing teams
- Experience of managing organisational change or improvement projects

- Experience of performance management and professional development of colleagues
- Experience of business continuity planning and organisational risk management

Desirable

- Experience of working within an educational environment
 - Experience of identifying and developing new revenue streams or funding opportunities
 - Experience of using financial management systems such as SIMS FMS or similar software
 - Experience of HR management
 - Experience of overseeing premises management and capital projects
 - Experience of leading Health and Safety compliance
 - Experience of implementing GDPR strategy or data protection systems
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Knowledge & Skills

Essential

- Highly developed analytical and ICT skills
- Ability to generate, interpret and communicate complex financial and operational data
- Ability to lead value-for-money initiatives and maximise organisational efficiency
- The ability to influence strategic decision-making at senior leadership level
- Strong written and verbal communication skills
- Strong problem-solving and decision-making capability

Desirable

- Knowledge of education funding models and the national funding formula
 - Understanding of the operational context of schools and the role of support services in enabling educational success
 - Understanding of the importance of proactive performance management and organisational culture
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Personal Attributes

Essential

- Strong interpersonal skills and the ability to build effective relationships across the school community

- Intellectual curiosity and the ability to think strategically
- Professional integrity and strong ethical judgement
- Commitment to confidentiality and discretion
- Commitment to equality, inclusion and fairness
- A positive and flexible approach to challenges and opportunities
- Resilience and the ability to work effectively under pressure
- High levels of initiative and ownership
- A collaborative approach to leadership and teamwork

Desirable

- Ability to develop positive professional networks both within and beyond the school
- Willingness to build external partnerships that benefit the school community
- Confidence to act as a senior operational leader when required

Safeguarding & Equal Opportunities

Woodford County High School is committed to safeguarding and promoting the welfare of children and young people.

How to Apply

Please note that your application will be photocopied for distribution to the Headteacher and members of the Selection Panel so clarity is, therefore, of the essence. The application process requires you to complete the following tasks:

- 1. Complete the School's Application Form. Please ensure all boxes are completed and a full chronology of employment included.**
- 2. With reference to the supporting statement, write an accompanying statement demonstrating where, how and why you consider you meet the person specification criteria.**
- 3. Provide two professional referees, one of whom should be your current Headteacher.**

Your statement should be no more than 2 sides of A4 in length, typed in Arial 12 point and should not repeat information included on the Application Form.

Please also note, you are not expected to respond to every aspect mentioned in the person specification.

By completing the application process as requested, you will assist the Selection Panel in shortlisting, so they can clearly determine whether you meet their requirements. The Headteacher and governors are absolutely committed to ensuring this recruitment process is fair and transparent. Please note CVs and other forms are not acceptable. Woodford County High School for Girls is totally committed to safeguarding children. Successful candidates will undergo an enhanced DBS check and prudent checks will be made of references and employment history.

Your completed application form and statement should be emailed to Natalie Diamond, Executive Assistant to the Headteacher via recruitment@woodford.redbridge.sch.uk

Deadline for Applications: **Monday 6th April 2026 at 9am.**

Interviews will be held week commencing Monday 13th April 2026

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

If you have not heard further a week after the date for application submission you must regrettably assume that you have not been successful.

Please contact the Headteacher's Executive Assistant, Mrs Natalie Diamond via recruitment@woodford.redbridge.sch.uk if you have any further questions.