



THE MEAD SCHOOL

ROYAL TUNBRIDGE WELLS

# SCHOOL BUSINESS MANAGER

CANDIDATE PACK



## The Opportunity

We are looking for a dynamic, driven, bright, versatile, sympathetic, meticulous, straight talking person with a 'can do' attitude. The successful candidate will be dedicated to supporting the Head and all staff in the provision of exceptional learning experiences for all our children.

Candidates are sought who can demonstrate a track record of successful management and particular aptitude for:

- Communication and relationship-building
- Attention to detail and effective time management for meeting deadlines
- Versatility in undertaking tasks and a good eye for prioritisation planning
- Commercial decision making

Full job descriptions and person specification can be found in this pack.

### Responsible To:

- Head, The Mead School
- Director of Operations, Wishford Schools
- Head of Financial Operations, Wishford Schools

### Responsible For:

- Administration and Support Team
- Site Management Team
- Marketing Team
- Contract Catering Team
- Contract Cleaners

## Hours, Salary and Benefits

Hours: 40 hours per week, full time, permanent role.  
8am - 5pm with an hour unpaid lunch.

Salary: £50,000 - £60,000 pa dependent on skills and experience.

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme and shopping discount card
- Means tested staff discount
- Free lunch if working in one of our schools
- 25 days holiday + bank holidays per annum
- Access to the group's counselling scheme
- Personal accident at work cover
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down

## Application & Key Information

Applicants should complete the school's application form and submit it to Mrs Catherine Openshaw, **head@themeadschool.co.uk**

The application form may be accompanied by a covering letter of no more than one page. You can also apply on TES. [Link here](#)

Interviews will take place as candidates are reviewed and we reserve the right to close the process in advance of the final closing date should a suitable candidate be found. This role will commence in February 2026.

The Mead School are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks, reference and medical checks and the Disclosure and Barring Service.

If you have any queries or would like further information, please do not hesitate to contact the School at **office@themeadschool.co.uk** or on **01892 525 837**.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you need any adjustments for the application or interview process please contact

**Molly.Rees@wishford.co.uk**





## Job Description

### Overview:

- The School Business Manager is the school's lead support staff professional and works as part of the Senior Leadership Team to assist the Head to ensure that the School meets its educational aims.
- The School Business Manager is responsible for providing professional leadership and management of school support staff and site team.
- The School Business Manager promotes the highest standards of professionalism and customer service within the administrative and site function of the School and ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for:
  - Human Resources
  - Compliance
  - Administration Management
  - Facilities & Property Management
  - Financial Management
  - Health and Safety
  - First Aid & management of pupil's medical needs
  - Transport
  - Educational Visits

In addition to the roles and responsibilities outlined below, the School Business Manager is, above all else, responsible for the smooth running of school business. This will involve working closely with all staff to ensure the efficient and effective running of the school day as well as realigning priorities during busy periods or unforeseen events. The children's safety and happiness and the quality of the education they receive should be the driving force of all actions and decisions.

## Person Specification

The successful candidate will have the following skills, experience and qualities:

- Leading by example in honesty and integrity when dealing with the school community.
- Energy, enthusiasm and commitment to delivering the successful development of The Mead School.
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues.
- Confidence in dealing with difficult conversations.
- Attention to detail.
- Enjoyment of policy, legislation and compliance!
- 'Can-do' flexible attitude.
- Leadership qualities including authority and empathy to advise, connect with, and inspire colleagues.
- Excellent management skills including the setting of clear goals, effective delegation and time management, an understanding of the importance of performance management.
- Experience of managing a team of colleagues.
- Strong IT skills including a good working knowledge of Excel, Word and Outlook.



## Principal Requirements

### Leadership & Strategy:

- Attend Senior Leadership Team meetings.
- Plan and manage change in accordance with the School Strategic Plan.
- Draft the School Strategic Plan in conjunction with the Head for non-curriculum based planning.
- Work with other schools within the Wishford Schools group to share best practice.
- To act, at all times, as an ambassador for the School, promoting the school's aims.

### Human Resource Management:

- To organise and manage electronic personnel files and records including overseeing and verifying pre-employment checks and ensure that the Single Central Register is accurate and kept up to date.
- Take responsibility of inducting new staff members.
- To assist with the management of recruitment, staff development, grievance, disciplinary and redundancy procedures.
- Keep up to date with and take specialist advice to ensure compliance with legal and regulatory requirements.
- To manage the training records of all staff to ensure all staff are appropriately trained.
- To be responsible for the selection, deployment, management, appraisal, dismissal or suspension of the non-teaching staff in the school, in accordance with the Head's wishes.
- To manage and record holidays, leave requests and sickness for all the school's employees and ensure that the school's policy is followed.

### Regulatory Compliance:

- To maintain a thorough understanding of the regulatory framework, including the Independent School Standards, latest inspection framework, the EYFS, Health & Safety requirements, etc.
- To manage the system for monitoring and updating School Policies.
- To ensure the school is always 'Inspection ready' in conjunction with the Head and Deputy Head.

### Administration Management:

- To manage the school's administrative function.
- To be responsible for the smooth operation of the 'Front of House' staff to ensure a warm, welcoming reception for parents, prospective parents and visitors.

- To lead and manage the administrative staff (Head's PA & Registrar / School Secretary / Marketing co-ordinator) including managing workloads of the team to ensure an appropriate and efficient distribution of tasks.
- To foster a service orientated, 'can-do' approach and a culture of support within the administrative team.

### Facilities & Property Management:

- To supervise the Site Manager's management of the School buildings and grounds, and Caretaker's tasks, ensuring the correct prioritisation and completion of maintenance requests. This will include the overseeing of all room changes and developments during the term and holiday periods.
- To oversee and arrange the safety and security and effective maintenance of the facilities and assets of the school in accordance of the requirements of the Head and Directors of Wishford Schools.
- To be the point of contact for alarm / police etc.
- To be responsible for liaising with sub-contractors on site on behalf of the Group Estate Manager.
- To be responsible for the ordering of maintenance and grounds materials.
- To manage internal and external events including liaising with school staff, Friends of The Mead, and external hirers and holiday club lettings.

### Financial Management:

- Provide timely information to the finance team as requested.
- Manage school budgets, monitor progress, and report to the Head to ensure spending stays within limits.
- To be responsible for accounts payable including:
  - ensuring correct authorisation procedures are followed prior to the placing of orders; and
  - checking and providing invoices to the finance team for processing on a timely basis.
- To manage relationships with suppliers, ensuring that best value procurement procedures are followed in relation to all school expenditure.
- To manage and approve staff payroll and expenses.
- To assist in the preparation and management of annual budgets and to review and act on budget variance reports produced by the Finance Team.
- To ensure that the financial policies and procedures of the group are fully implemented.
- To be responsible for submitting Early Years Funding claims.





## Principal Requirements Continued

### Health & Safety (including Fire Safety):

- To act as the school's Health & Safety Co-Ordinator.
- To ensure the school's written Health & Safety policy is up to date and clearly communicated and available to all stakeholders.
- To ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- To facilitate regular consultation with stakeholders on health and safety issues.
- To oversee and ensure systems are in place to enable the identification of hazards and risk assessments.
- To ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the rest of the Senior Leadership Team, the Directors and where appropriate the Health & Safety Executive.
- Oversee the maintenance of all Health and Safety (including fire safety) records.

### First Aid:

- To ensure the whole school's training is up to date and at an appropriate level.
- To be admin of medicine trained.
- To maintain all first aid records and liaison with parents about individual health care plans.
- If suitably qualified, to undertake first aid as and when required

### Road Crossing:

- To manage all trained road crossing operatives and liaise with Kent County Council as and when required.

### Data Protection:

- To ensure the whole school's training is up to date and at an appropriate level.
- To ensure compliance with and effective systems to report and monitor the GDPR.
- To be the DPO.

### Transport:

- To manage the minibuses drivers
- Timetabling of the drivers, in conjunction with the Director of Sport, Head of Performing Arts and staff as requested
- To oversee the use and maintenance of the school's minibus.
- To drive the minibus if possible and with the correct training.

### IT:

- To liaise with the group IT Team about systems hardware, software, licencing and systems within the school for staff and pupils.
- To support (with the Wishford IT team) all members of staff and all pupils with IT (computer, interactive white boards, printer etc) requirements.

### School Trips and Offsite Excursions:

- To act as the school's Educational Visits Co-Ordinator.
- To ensure the Educational Visits policy is updated and adhered to at all times, and is subject to review and assessment at regular intervals.
- To check, advise and sign off all trip risk assessments in conjunction with appropriate staff.

**The posts holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy and Code of Conduct at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the DSL or Head.**



# The Mead School

## School Ethos: The Mindset of a Meadite: Compassion, Ambition & Curiosity

The Mead School is a co-educational prep school for circa 235 pupils, situated in the heart of Tunbridge Wells, approximately 400 metres from the historic Pantiles.

The school is a true community; sited in a large Victorian villa which has undergone vast physical changes and additions to accommodate the numbers and the requirements needed to provide a first class education for the twenty first century. It is run as a large family living under one roof. A child who is happy and secure in school is one who is going to learn, thrive and aspire. School must be an exciting, fulfilling and safe place where every day, whether you are aged three or eleven, is a new adventure and positively anticipated.

The school enjoys a reputation of high academic standards within a caring, happy environment. Children are prepared for the highly selective Tunbridge Wells and Tonbridge Grammar Schools as well as a wide range of Independent and maintained secondary schools. Care and consideration are given to ensure each child enters the secondary school best suited to their needs.

The Mead strongly believes that every child should feel success and become a life-long learner. To this end the development of the 'whole child' is at the heart of all it does. For a child to achieve, they must be given the opportunity to explore and develop physically, culturally, morally, socially and spiritually.

A wide range of extra curricular activities and educational visits is offered to suit and attract each individual and thus provide the self confidence and motivation to enable pupils to explore and develop their personal strengths and interests. Each child is taught to have respect and consideration for others, whilst individual goals and talents are encouraged, stimulated and nurtured to develop the whole personality.

We are a Christian school which welcomes and respects all faiths and families, the emphasis is very much on breadth and the development of the all round person.

From the safety of the school buildings, pupils discover and explore the wider community and play an active role within it. Cricket is played at The Neville, children swim at a local pool. The annual Summer Show and Prizegiving is held at The Trinity Arts Centre to name just a few examples.

The school is an active member of The Independent Schools Association. Pupils partake in regional and national competitions and learn that the world, and all it has to offer the confident and open minded, is the greatest of all learning environments.

For more information, please visit  
**[www.meadschool.co.uk](http://www.meadschool.co.uk)**

# Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: **[www.wishford.co.uk](http://www.wishford.co.uk)**