



ST EDWARD'S PREP

A WISHFORD SCHOOL



SCHOOL BUSINESS MANAGER

CANDIDATE PACK

KEY INFORMATION

Reports to: Headteacher

The Role

Join our ambitious school as a senior leader and make a real impact! We're on the lookout for a dynamic, supportive and driven individual with a meticulous eye and a 'can-do' attitude. In this pivotal role, as School Business Manager, you'll work closely with the Head to drive our growth in both numbers and revenue.

As a key player in our leadership and management strategy, you'll guide and support staff across all departments, helping us achieve our ambitious goals.

Are you ready to take on this exciting challenge?

Hours, Salary & Benefits

Hours: Permanent role, year round, 40 hours per week. Based at St Edward's Prep, however there can be an option for hybrid working once settled in role.

Salary: £45,000 - £50,000 pa dependent on experience.

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme and shopping discounts
- Means tested staff discount
- Complimentary lunches
- Pro rota holiday and bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- Personal accident at work cover

Role commences as soon as possible

Application Information

Applicants are invited to apply via eteach - [link here](#)

Particular attention will be given to any relevant experience and your personal statement that should include information about how you are suitable for the role.

The closing date for applications is Friday 25th August.

However, early applications are encouraged and we reserve the right to interview prior to this date.

Contact Details

If you have any queries, need an adjustment or would like further information, please do not hesitate to contact: hmpa@stedwardsprep.com.

St Edward's Prep is 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 and the Disclosure and Barring Service.

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.

JOB DESCRIPTION

Reports to: Headteacher

The School Business Manager at St Edward's Prep works as a part of the Senior Leadership Team. The successful candidate will collaborate with the Head to achieve our educational and financial goals, while leading and managing support staff. You will uphold the highest standards of professionalism and customer service, ensuring effective resource use to support our strategic aims.

Key Responsibilities:

- Human Resources
- Compliance
- Administration Management
- Property Management
- Financial Management
- Health & Safety
- First Aid
- Transport and Educational Visits

Above all, ensure the smooth running of school operations. Work closely with staff to maintain efficiency, adapt to busy periods or unforeseen events and prioritise the safety, happiness and quality education of our children.

Leadership and Strategy:

- Attend Senior Leadership Team meetings.
- Attend Management 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 group to share best practice.
- Act, at all times, as an ambassador for St Edward's, promoting the school's aims.

Administration Management:

- Manage St Edward's administrative function.
- Ensure the smooth operation of 'Front of House' staff to provide a welcoming reception for parents, prospective parents and visitors.
- Supporting the Head to manage; Head's PA & Registrar, Operations Coordinator and Marketing & Communications Manager.
- Manage workloads within the team to ensure tasks are appropriately and efficiently distributed.
- Foster a service-oriented, 'can-do' approach and a supportive culture within the administrative team.
- Appraise all direct reports annually in accordance with school policy.

Human Resource Management:

- Manage electronic personnel files and records, including pre-employment checks and keeping the Single Central Register up-to-date.
- Induct new staff members.
- Assist with the management of recruitment, appraisal, staff development, grievance, disciplinary and redundancy procedures.
- Stay updated and take specialist advice to ensure compliance with legal and regulatory requirements.
- Manage the training records of all staff to ensure appropriate training levels.
- Be responsible for the selection, deployment, management, appraisal, dismissal or suspension of non-teaching staff according to the Head's directives.
- Manage and record holidays, leave requests and sickness for all school employees, ensuring compliance with school policies.



JOB DESCRIPTION

Regulatory Compliance:

- Maintain a thorough understanding of the regulatory framework, including the Independent School Standards, the latest inspection framework, the EYFS, Health & Safety requirements, etc.
- Manage the system for monitoring and updating school policies.
- Ensure St Edward's is 'inspection ready' at all times in conjunction with the Head and Deputy Heads.

Facilities & Property Management:

- Supervise the Site Manager's management of the school buildings and grounds, ensuring proper prioritisation and completion of maintenance requests.
- Oversee and arrange for the safety and security and effective maintenance of the school's facilities and assets as required by the Head and the Directors.
- Serve as the point of contact for alarm systems, police etc.
- Liaise with subcontractors on behalf of the Group Estate Manager.
- Manage the ordering of maintenance and grounds materials.
- Manage internal and external events, including liaising with school staff, Friends of St Edward's and external hirers and holiday club lettings.

Health & Safety (including Fire Safety):

- Act as the school's Health & Safety Coordinator.
- Ensure the school's written Health & Safety policy is up-to-date, clearly communicated and available to all stakeholders.
- Implement and review the Health & Safety policy regularly.
- Facilitate regular consultation with stakeholders on health and safety issues.

- Oversee systems for hazard identification and risk assessments.
- Ensure effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team and the Directors.

Data Protection and IT Management

- Act as the Data Protection Officer, ensuring all staff are trained and compliant with GDPR.
- Oversee IT systems, working with the group IT team to support staff and pupil needs, and maintain robust IT infrastructure.

First Aid and School Trips

- Maintain up-to-date training and records for first aid, administering as required.
- Act as St Edward's Educational Visits Coordinator, ensuring policies for offsite excursions are meticulously followed and regularly assessed for compliance and safety.

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 St Edward's.
- Excellent communication skills and the ability to build relationships with pupils, parents and colleagues.
- Attention to detail.
- Enjoyment of policy, legislation and compliance!
- 'Can-do' flexible attitude.
- Leadership qualities, including authority and empathy to 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 and appraisal.
- Experience of managing a team of colleagues.
- Strong IT skills, including a good working knowledge of how to use it to improve efficiency.



HEADTEACHER'S WELCOME

Thank you for your interest in the role of School Business Manager.

St Edward's Prep School and Nursery is a friendly and welcoming community where discovery underpins our child-centred approach. Rated 'Double Excellent' in our recent ISI inspection, we foster the natural curiosity of children aged 2 to 11 through our dynamic and engaging future-ready curriculum.

While the independent sector is currently facing a number of challenges, St Edward's is experiencing a sustained period of growth, with pupil numbers rising consistently. To support and sustain this growth, we are looking to recruit an excellent School Business Manager to join our Senior Leadership Team; someone who is excited by working in a fast-paced Prep School that maintains excellent standards.

The successful candidate will be eager to take an active role in driving our growth in pupil numbers, external revenue and facilities development, while also upholding the highest standards of regulatory compliance. We seek an individual who possesses both the skill and ability to work in this high-demand role, managing their time and the time of others effectively to ensure the job gets done. Additionally, this individual should have the understanding and professionalism to support, lead and build excellent relationships with staff and pupils.

Best wishes and good luck with your application!

Jonathan Parsons
Headteacher

About St Edward's Prep

St Edward's Prep School and Nursery is a friendly, welcoming school with a passion for discovery. Rated 'Double Excellent' in our recent inspection, we provide children aged 2 to 11 with an exciting, future-ready curriculum and excellent teachers who give them a lifelong love for learning and challenge them to be the very best they can be. We understand the importance of enjoyment in education and are committed to giving all children their moment to shine.

To find out more please visit [our website](#)

About 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.

For more information on the Wishford Education Group, please visit:

www.wishford.co.uk