



St Edward's
School

Unity - Achievement - Faith



School Business Manager

Recruitment Pack

St Edward's School, Dale Valley Road, Poole, Dorset, BH15 3HY
01202 740950 • www.st-edwards.poole.sch.uk

SCHOOL BUSINESS MANAGER

37 Hours per week

£60,357 - £64,171

St Edwards School is a high-performing school with an amazing staff team. Our school is heavily oversubscribed and enjoys an excellent reputation for combining high expectations of all, with warm relational approaches to learning.

We are looking for a School Business Manager to help us to maximise the potential of our school campus and resources.

Applicants will need to be experienced, enthusiastic, proactive and familiar with the secondary school context. You will have a sincere commitment to our ethos and vision as a school, and our drive for continuous improvement. In return we offer a happy working environment, fantastic students, great facilities, tailored CPD and a highly motivated staff community.

Experience and familiarity with the secondary school context is preferred but candidates with good transferable skills and the willingness to learn about this sector will also be considered.

As a member of the Senior Leadership Team, the main responsibilities include strategic and operational oversight of: -

- School finances, best value procurement, marketing and income generation
- Development and management of school premises, resources and ICT systems
- Health and Safety
- The management and development of our team of amazing support staff

The post is permanent, full time. The hours are 37 per week usually between 8.30am and 4.30pm Monday to Friday, though as a senior postholder, the successful candidate may be required to work outside of these hours occasionally.

Please visit our website at <https://st-edwards.poole.sch.uk/> for further information about our unique school.

St Edward's School is committed to safeguarding & promoting the welfare of children & young people. All appointments made are subject to an enhanced DBS check. Online searches may be carried out as part of due diligence checks.

Closing Date: Midday - Monday 24 November 2025

Interviews: TBC

Our Mission Statement

MAY WE BE ONE

In Purpose

Educating for life in all its fullness

In Faith

Encountering God who lives among us, calling us to unity

In Dignity

Nurturing confidence and maturity

About Us

St Edward's School opened in 1963 as Roman Catholic School serving the parishes of Poole. It took its name from the local Saint, martyred at Corfe Castle. Although little is known of Edward, as a teenage king with a strong Christian faith and a commitment to protecting the poor he provides an excellent role model for our young people. His story is told through our school badge with the crown of a king, the cross of Christ, a cup to symbolise his murder by poisoning and the blood of a martyr. The crown and cup also remind us of the Kingdom of God, and the "one cup in which we all share". (1Cov 10:16)

For many years, the school welcomed not only Roman Catholic families, but other Christians who were keen for their children to be educated in a faith context. In the early 1990's the school's second headteacher, Alan Murphy decided to formalise this arrangement and entered into talks with the Roman Catholic Church and the Church of England about St Edward's becoming a joint church school. A new covenant, setting out the values and principles behind the commitment was signed by the Bishops of Plymouth and Salisbury in 1993.

From then on, the school has continued to grow in success and popularity. The vision of the school is to provide an excellent education, in a comprehensive and co-educational context that develops the character of young people through the St Edward's Virtues, while safeguarding their experience of childhood.



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Letter from the Headteacher

Thank you for your interest in joining St Edward's School. I am delighted that you are considering becoming part of our vibrant and caring community.

At St Edward's, we are committed to preparing young people to live life to the full. We believe that this preparation is best facilitated within a supportive environment that nurtures spiritual and moral development alongside academic excellence. As a joint Roman Catholic and Church of England Voluntary Aided School, Christian values are at the heart of everything we do, guiding our mission to help students become beacons of light to future generations.

Our school is a truly comprehensive and inclusive community, welcoming over 1000 students aged 11 to 18 from all faiths and none. We are proud to be heavily oversubscribed and recognised for our distinctive ethos and high standards. Ofsted, in their most recent inspection in 2022, celebrated our positive learning culture and respectful, kind, and polite students. Our curriculum was praised for being ambitious and challenging, preparing students strongly for future success. In 2023, our Church School Inspection rated us "Outstanding" in all areas.

We have the highest expectations of our students, who leave us ready to attend some of the leading universities, pursue exciting careers, or take empowered next steps in their learning journey. We aim to nurture respectful, resilient, and curious lifelong learners—confident young adults who can connect with others, overcome barriers, and believe in their own limitless potential.

Our staff are central to our success. We value every colleague and the unique contribution they make, regardless of their role. Staff at St Edward's are encouraged to be creative and to grow professionally in ways that inspire them. We invest heavily in professional development so that all staff continue to find joy and fulfilment in their work. Our ambition is for your career to be rewarding and satisfying, and for you to be happy in your role.

St Edward's is a happy place to learn and work. Every member of our community plays a vital role in maintaining our ethos and values. We do not make excuses for poor behaviour, but instead foster a culture of compassion, growth, and high expectations.

I am proud of our wonderful students, our dedicated staff, and our supportive governors, parents, and carers. I hope that your experience of us will lead you to believe that St Edward's is the right home for you. We would be glad to speak with you or welcome you for a visit if you'd like to find out more



Mr Chris Barnett
Headteacher

Working at St Edward's

St Edward's is a popular place to work with low staff turnover and high levels of staff wellbeing and satisfaction. Our mission statement of 'may we be one' goes to the heart of what we do and how we do it and staff feel positive about the school and their role within it.

We have invested in the Employee Assistance Programme, which gives all staff access to confidential advice and support. The 24-hour support covers a wide range of areas, both work related and more general, including counselling, specialist information and financial and legal matters.

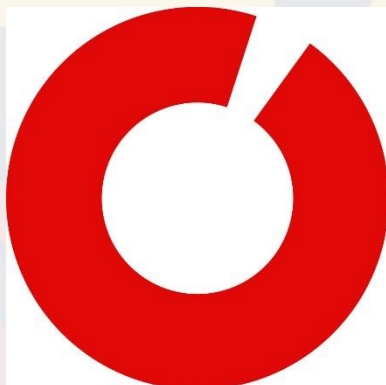
"EAP will always be there to support teachers and education staff no matter what you're going through, big or small, we're here for you. Day or night you can call to speak to someone without judgement who can help you find solutions to move past a difficult situation in your life."

If work gets difficult, I know
how to get support



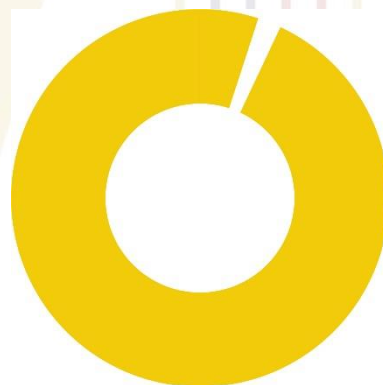
100%

I am normally able to
manage my wellbeing



95%

I enjoy my work



98%

Staff Wellbeing Survey – Summer 2025

Staff Wellbeing School of the Year - Finalist



Tes Schools Awards 2024



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Support Staff Testimonials

"St Edward's has evolved over the years and continues to flourish. I'm proud to be part of a successful school which feels more like a community than a workplace, which is quite unique. St Edward's is a caring and considerate place and I feel valued in my role."

Jan Forkasiewicz, Receptionist
10 years at St Edward's



"St Edward's feels more like a family than a workplace. We thrive on Christian beliefs and values. We look after each other's wellbeing and support each other every day. I've never seen so many smiles on children's faces in all the schools I've worked in; they genuinely seem happy and so do the staff. The family orientated atmosphere enables our students to achieve the best outcomes in their subjects and after school activities. We are strong together."

Dorota Hall, Senior HLTA
7 years at St Edward's

"St Edward's is unlike anywhere I've worked before. The ethos and vision of the leadership team is crystal clear and runs through all that we do. Everyone involved with the school is committed to and working towards the common goal of providing the best possible environment to allow young people to thrive."

Felix Carey, Marketing Officer
2 years at St Edward's



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Staff Recruitment Information

APPLYING

Please read the Job Description and Person Specification before fully completing the application form. Where there are any gaps in your employment, please state the reasons why e.g. gap year, career break, unemployed etc. and give exact dates.

SUPPORTING INFORMATION

This section is very important as it gives you the opportunity to show us why you are applying and why you would be the best person for the job advertised. Please use the job description and person specification as a guide and give specific examples where possible, to demonstrate how you match the requirements of the post.

INTERVIEW AND SELECTION PROCESS

Those candidates who meet the requirements for the post will be shortlisted and invited to interview and details of the interview programme will be confirmed in writing. As part of the selection process, as well as assessing your skills and knowledge against the requirements of the role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Safeguarding

St Edward's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you do not hear from us by the interview date specified in the advert, please assume that you have not been shortlisted on this occasion.

PRE-EMPLOYMENT CHECKS

References

If you are shortlisted, we will normally take up references before the interview date. One of your referees must be your current or most recent employer. All offers of a post are made subject to receipt of satisfactory references without which we cannot confirm any offer of an appointment. Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

Disclosure & Barring Service Check (DBS)

Employment is subject to an enhanced DBS check. Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory before we confirm any offer of an appointment. Teachers are also checked against the Prohibition from Teaching check.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at St Edward's School are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Proof of this will be required at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Medical Assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

Child Protection

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.

Code of Conduct

We believe that it is essential for standard of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and students.

St Edward's School governors and headteacher regard everyone working within St Edward's as a role model to our students. As such employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone within St Edward's school has an absolute duty to promote and safeguard the welfare of children.

JOB DESCRIPTION

Job Title:	School Business Manager
School:	St Edward's School
Salary Grade:	Grade N (SCP 48 – 51) £60,357 - £64,171
Responsible to:	Headteacher, Governing Body
Responsible for:	Leading school support services, finance, procurement, infrastructure, Human resources and marketing via a range of direct and indirect reports.

Main Job Purpose

St Edward's is a joint-Church Voluntary Aided school. This role's primary purpose is to grow and maintain the fullness of the school's resources both capital and human; ensuring that our students and staff experience an outstanding educational provision.

- 1) Give strategic vision and leadership to all aspects of the school's support services; financial stewardship and accountability; procurement processes; site maintenance; and development; other aspects of infrastructure including IT; HR, Marketing and Health and Safety.
- 2) Lead, operate, maintain and develop the financial procedures and systems of the school, reporting to the Headteacher and Governors, while also ensuring that legal and safety requirements with regard to people and property and the function of the school are maintained; in line with NASBM standards.
- 3) Ensure high quality provision from those with responsibilities for the school site and its buildings: their maintenance, development and efficient use, so that the school campus reflects outstanding standards, and potential developments are secured and implemented over time.
- 4) Secure consistently high professional standards from all support staff employed at the school, managing this responsibility through a team of middle managers, and having direct line management responsibility for of an assigned team of senior middle managers.
- 5) Be a member of the senior leadership of the school.
- 6) Ensure that the school is fully prepared to meet the high expectations of external sources of accountability including Ofsted, the Local Authority, and others.

- 7) Liaise with all relevant outside agencies and contacts in relation to the management of the school as needed.

Main Responsibilities and Duties

Financial Management

With the School Finance Officer:

- 1) Develop and maintain financial management systems, policies and procedures to ensure the school complies with financial regulations of the local authority (BCP) and OFSTED.
- 2) To work closely with the link governors with responsibility for finance and GDPR and prepare any reports/information as requested.
- 3) Be responsible for compiling and monitoring the annual/three- and five-year budgets and business plans for the school budget.
- 4) To understand the local, national political and economic trends in relation to education finance and pupil numbers and manage the school's response where they affect financial issues.
- 5) To ensure the school meets the requirements of the School Financial Value Standard (SFVS) to achieve a good level of financial health and resource management.
- 6) Take responsibility for managing audit procedures as necessary, ensuring that a strategic action plan is formed to implement any required improvements.
- 7) To seek out and secure opportunities to increase school revenue, through capital and other bids; and oversee, develop and promote the school's Building Fund in pursuit of projects to maximise the potential of the school campus.
- 8) Attend meetings of the Governing Body, departmental heads and senior leadership team to give advice and report on financial management, premises and school ICT infrastructure issues.
- 9) Be responsible for the tendering of all service contracts; monitor all insurance policies with a view to cost-effectiveness; and ensure the school achieves best value. .
- 10) Produce management accounts, and prepare regular estimates of income and expenditure, for informing the strategic decisions of the Headteacher, and for informing, and seeking approval by the Governing Body.
- 11) Ensure that relevant financial packages, including Payroll, are well managed, with safeguards in place to insure against staff absence or system failures.

- 12) Prepare financial appraisals for particular projects, and be a central collaborator in building the development of long-term initiatives for the school.
- 13) Negotiate and be responsible for the management of contracts and Service Level Agreements.
- 14) Be responsible for managing the work of the Finance Manager and Finance Assistant and ensure all budgeting and accounting functions are performed to comply with financial regulations.
- 15) Produce management accounts.
- 16) Be responsible for ensuring that all statutory, local authority and diocesan returns (if applicable) are completed on time.
- 17) To oversee the school catering team and best value procurement for school meal delivery, ensuring that environmental considerations, and the health and wellbeing of our school community are central to considerations of provision and development.

Human Resources

Through line management of the HR manager:

- 18) Be responsible for the coordination of the employment, induction, professional development and management of support staff. This includes keeping under review and overseeing the implementation of all personnel policies and procedures, including performance and attendance management, and disciplinary and grievance procedures.
- 19) Ensure that the school has robust and safe recruitment procedures and take a lead role in the recruitment of support staff into school. Ensure all new employees have been cleared through all necessary pre-employment checks, including DBS.
- 20) Take a lead in the administration of personnel and payroll information and issues and be responsible for the security of all personnel files and data held within school.
- 21) Support SLT to identify and manage all risks to the school whether operational, financial or reputational, and maintain an effective risk register in order to do so.
- 22) Ensure all subject access requests are responded to in a lawful and professional manner by the GDPR administrator.

Premises Management

Through line management of the Site Manager:

The School Business Manager, working with the Site Manager, will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and

furnishings of the school. The post-holder's responsibilities will include the following specific tasks:

- 1) Work in conjunction with the site staff and other senior leaders and managers to ensure the health and safety of everyone on the school campus.
- 2) In collaboration with the Headteacher and Site Manager, compile and implement a Premises Development Plan, including energy conservation developments.
- 3) Monitor and control capital expenditure on buildings and grounds with Headteacher approval, placing of contracts, and appointment and monitoring of contractors.
- 4) Ensure the appropriate placing and monitoring of all service contracts including cleaning and catering.
- 5) Advise on all Health and Safety matters, including measures in the event of emergencies, ensuring that procedures such as evacuation and lockdown drills are systematically rehearsed and refined at regular intervals.
- 6) Ensure the security, maintenance, heating, cleaning and other general site services of the premises and liaising with external cleaning contracts, Churchills.
- 7) Deal with all external agencies delivering services to the school, and with all aspects of tendering for external services.
- 8) Ensure the Health and Safety policy is implemented at all times and is reviewed at regular intervals or as situations change.
- 9) Sign post visitors and staff to relevant Health and Safety legislation guidance and Approved Codes of Practice (ACoP)
- 10) Work in partnership with Plymouth and Salisbury diocese in relation to building and site developments.
- 11) Be responsible for procedures and appropriate letting of the school premises to outside organisations and school staff and the development of all school facilities for out-of-school use, with particular reference to the local community.
- 12) Be responsible for the purchase, repair and maintenance of all furniture, equipment and fittings.
- 13) Be responsible for the work of on-site contractors and arrange estimates for the cost/duration of work.
- 14) Ensure regular minibus checks are carried out and arranged maintenance as required.

- 15) Ensure that the best use is made of premises personnel and be responsible for their allocation of hours and pay claims.
- 16) Be responsible for the quality of work by contractors, caretakers and cleaning staff, reporting to governors as appropriate.
- 17) Ensure the site team keep the school safe, clean, tidy and well maintained so that students and staff have the best possible environment to teach and learn in.

Marketing

Through collaboration with the Marketing and Communications Officer:

- 18) Promote the life and mission of the school in the local community and beyond, e.g. with parents, employers and faith groups.
- 19) Generate income for the school via the letting of premises, fundraising, and bidding for sponsorships.

Administration and ICT Management

Through line management of the School Office Manager and the IT Manager:

- 20) Coordinate and plan for the effective provision of ICT resources at the school. This includes both hardware and software and the efficient running of the ICT support team.
- 21) Oversee the management of an efficient and effective student office, and Reception as centres of daily administration.
- 22) Ensure that inventories of equipment and stock are maintained that all statutory and statistical returns are completed as appropriate and that the ICT administration system is run efficiently.
- 23) In collaboration with the relevant Assistant Headteacher, ensure that the school's transport requirements are met efficiently and effectively, with consideration made to both cost and safety aspects.
- 24) In collaboration with the relevant staff, ensure prompt and accurate responses to requests for data from the school, ensuring that school processes and systems consistently secure compliance with GDPR regulations.
- 25) Quality assure the performance and delivery of the IT strategy and services of the school.

Other responsibilities

- 40) Undertake such other duties as may be required from time to time commensurate with the level of the post. As a member of the SLT working hours may need to be flexible at

times in order to meet the needs of the organisation. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

- 41) Comply with all decisions, policies and standing orders of the school and BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 42) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed policies.

Prepared by: Human Resources
Date: November 2025



PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

	Essential	Desirable	Evidence
Experience			
Significant experience of working successfully in a financial environment at a senior level		✓	A, I, R
Experience of effectively line managing direct reports and wider teams, offering strong support and appropriate challenge	✓		A, I, R
Experience of forming and managing budgets	✓		A, I, R
Experience of recruitment and HR Management	✓		A, I, R
Experience of successful resource and premises management		✓	A, I, R
Experience of successful marketing, income generation and sponsorship bidding		✓	A, I, R
Experience of project management		✓	A, I, R
Education and Professional Qualifications			
NVQ 4 or Degree or equivalent qualification in a finance-based area	✓		A, C, R
Excellent numeracy, literacy and ICT Skills	✓		A, C, R
Knowledge and Skills			
Knowledge of financial regulations, procedures, Codes of Practice and Legislation in general, and particularly as adopted by BCP, OFSTED and other relevant Bodies		✓	A, I
Knowledge of effective approaches to writing bid applications, and to marketing in pursuit of income generation and the communication of the organisation's life and mission		✓	A, I
Knowledge of approaches to entering contracts with other bodies, and securing best value for the organisation		✓	A, I
Sound ICT awareness including the ability to use and interrogate database systems, especially via use of Excel	✓		A, I, R
Knowledge of Health and Safety regulations		✓	A, I, R
Knowledge of GDPR regulations		✓	A, I, R
Knowledge of premises management and site maintenance		✓	A, I, R



Knowledge of child safeguarding procedures		✓	A, I
Strong skills in Office 365	✓		A, I, R
Personal and Professional Qualities			
A “people person”	✓		A, I, R
A driven optimistic, future-orientated professional	✓		A, I, R
Ability to build highly effective professional teams, with clear lines of delegation, securing professional accountabilities from others	✓		A, I, R
Ability to work well under time pressure and work to tight deadlines	✓		A, I, R
Aware that as a member of SLT hours may need to be flexible when the need arises.	✓		A, I
Be able to generate creative solutions to problems and barriers, and secure new opportunities to the advantage of the organisation		✓	A, I, R
Ability to plan, coordinate and monitor groups of employees undertaking diverse roles.		✓	A, I, R
Ability to interpret financial data, and to develop evidenced recommendations for strategies plans and policies in relation to findings	✓		A, I, R
Excellent communication skills including ability to relate well to young people and adults	✓		A, I, R
Ability to negotiate and persuade in securing advantages for the school, and building capacity	✓		A, I, R
Ability to Liaise with and build relationships with a wide variety of internal and external contacts, including regional and national bodies	✓		A, I, R
Ability to prioritise own workload and successfully manage the work of others, including through strategic planning of staff development	✓		A, I, R
Ability to handle confidential information with discretion as a member of the School Leadership Team	✓		A, I, R
Ability to manage the accurate handling and security of cash, and other sensitive financial resources	✓		A, I, R
Attitude and Motivation			

Driven and ambitious for the organisation, but humble in disposition	✓		A, I, R
A positive attitude to promoting and leading change	✓		A, I, R
An awareness of the importance of careful stewardship of finite resources, and of our responsibility to seek ever more environmentally friendly approaches to our operations as a school	✓		A, I
A team-disposition that supports the work of others in the school, recognising that we all play a part in the success of St Edward's	✓		A, I, R
A = Application, I = Interview, C = Certificates, and R = References			



Ofsted (2022) and Section 48 (2023) Quotes

Ofsted

"This school is a positive learning community."

"There are positive and respectful relationships between staff and pupils. This leads to a calm learning environment."

"This school is well led and managed."

"Leaders ensure that there is an ambitious and challenging curriculum in place."

"Everything leaders do are in the best interests of the pupils that attend the school."

"Governors understand their responsibilities well and are cognisant of the need to support staff wellbeing."

"The core values of kindness, hard work and the development of individual strengths and skills are evident in the school's work."

"Pupils are happy, friendly and polite."

"The school's ethos and values run through all they do: unity, achievement, faith."

"There is strong moral leadership from the headteacher."

"Staff have a very positive view of leaders. They say leaders are approachable and considerate of their workload."

"Teachers have high expectations of what pupils can achieve through the curriculum."



Section 48

"The mission statement is a clear and inspiring statement of the mission of the church and is lived out and understood by the whole community."

"Leaders and governors have a clear and inspiring vision of the mission of the school."

"Provision for pastoral care is a strength of this school which takes supporting the development of the whole person seriously."

"The pastoral care of students is a priority for the school and as a result students feel valued and listened to."

To Apply for the Position

If you are interested in applying for this role, we would love to hear from you. Please complete and return the application form on our website:

<https://st-edwards.poole.sch.uk/working-at-st-edwards>

Please do not submit additional documentation at this stage.

The deadline for receipt of applications is published on our website.

Interviews will be held shortly afterwards.

If you would like to visit our school or discuss the role prior to application, please contact
HR@st-edwards.poole.sch.uk

Thank you for your interest and for taking the time to apply to St Edward's School.





"My daughter loves her new school, she has settled very well because of friendly and helpful staff at school."

Parent of Year 7 child, 2025



"Huge thanks for all the efforts made by teachers, having excellent teachers that inspire and encourage in such a supportive way makes all the difference. Thank you!"

Parent of Year 11 child, 2025



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