



panoramic
ASSOCIATES



School Business Manager

April 2025

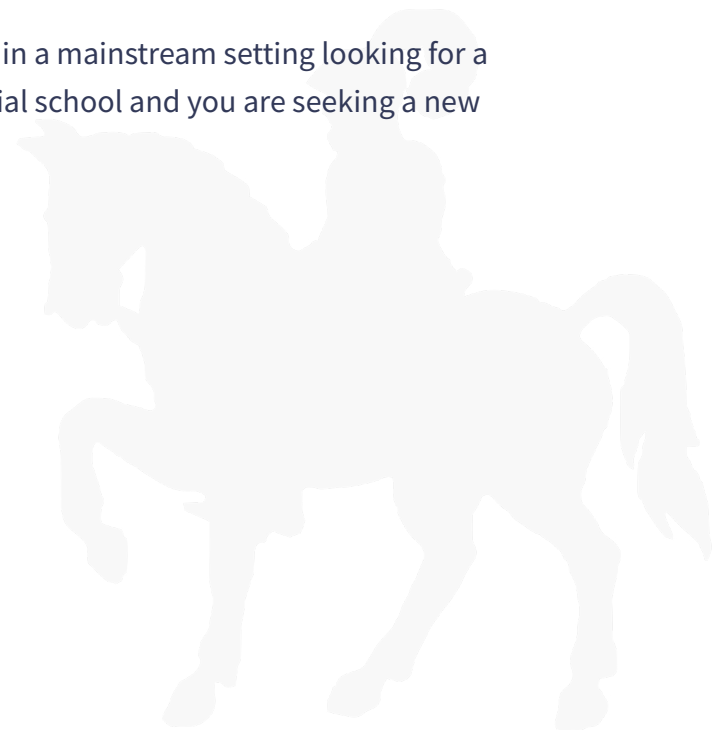
Looking for a Career That Truly Makes a Difference?

Thank you for visiting our school page! Whether you're browsing job opportunities or actively searching for an exciting new role for September 2025, we're delighted you're here. What you'll read below is just a glimpse into what makes **Alderman Knight School** such an inspiring and rewarding place to work. By the time you finish, we hope you'll be eager to explore our current career opportunities!

Why Alderman Knight?

Alderman Knight is a special school, with a unique approach. The school is based in **Tewkesbury, Gloucestershire**—easily accessible from Junction 9 of the M5. But what truly sets us apart isn't our location—it's our people, our passion, and our purpose.

Whether you're a School Business Manager working in a mainstream setting looking for a fresh challenge or you are already working in a special school and you are seeking a new direction, this is a place where you can thrive.



What Makes Us Different?

- **Our Purpose Built approach and Site-**

We have 242 pupils aged from 7 to 19 years, across KS2 to KS5, supported by 108 dedicated staff. In our purpose built environment, and supported by passionate and dedicated staff, they are able to achieve highly and every day they exceed their own and their families expectations.

- **A Supportive & Nurturing Environment-**

Every pupil at our school has previously attended a mainstream setting but needed a more personalised approach. Our pupils are neurodiverse, with a range of special educational needs and disabilities. All share a love for learning. With the right environment and dedicated, talented staff, they thrive, exceed expectations, and achieve incredible success.

- **High Aspirations, Outstanding Outcomes-**

Pupils at Alderman Knight achieve exceptionally well, with many earning GCSEs and other qualifications that support their progression into further education, apprenticeships, internships, or employment.

- **A Team That Loves What They Do-**

Staff asked what makes the team special, have summed it up perfectly:

- 'There is an incredible team of staff who work together tirelessly, to ensure aspirations and outcomes for pupils are second to none.'
- 'The staff truly look out for each other and are dedicated to providing the best support possible for our whole school community.'
- 'There is a real sense of community and AKS has really helped to grow my career.'

- **Ofsted wrote in April 2024-**

'Alderman Knight is an exceptional school. Adults place the needs of the child at the heart of all they do. Pupils flourish at this school and are proud to be part of it. Staff create an atmosphere that is warm, calm and productive.'

Do I Need Special School Experience?

Absolutely not! If you're working in a mainstream setting and are looking for a fulfilling role, or you are already in a specialist setting but are looking for a new and different challenge, Alderman Knight could be the perfect fit. Many of our staff have made the move from mainstream and have never looked back!

What we need are support staff as well as educators who are:

- Passionate about making a real impact
- Motivated to help young people with SEND achieve their full potential
- Effective communicators and have the confidence and willingness to work with the whole school community and wish to become involved in all aspects of school life.

Join a Team That Invests in You!

At Alderman Knight, we believe that when our staff grow, our pupils thrive. That's why we provide:

- High-quality CPD to develop your expertise
- Opportunities to progress and take on leadership roles
- A supportive, energetic team with high expectations and even higher rewards

Explore Your Future at Alderman Knight!

Ready to take the next step? Come and join a school where being part of our team, is more than a job—it's a life-changing experience!

Best wishes,



Clare Steel

CLARE STEEL
Headteacher

Job Description

Post Title:	School Business Manager
Responsible to:	Headteacher
Salary:	Salary Grade 11, Points 41-43 (£50,788 - £52,805)
Contract:	Full-time, permanent

Role Overview

Alderman Knight School is a Gloucestershire Local Authority Maintained special school and part of the role of the **School Business Manager (SBM)**, is working with the Local Authority to support the financial, premises and HR operations of the school.

The SBM will be the school's leading support staff professional and work as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims.

The SBM plays a vital role in ensuring the efficient and effective running of the school's key business functions, including finance, human resources, premises management, and pupil administration. By overseeing these critical areas, the post-holder enables the leadership team to focus on teaching and learning.

Additionally, the SBM will lead and develop non-teaching staff, ensuring high standards of professionalism and service across all support functions.

General Duties

- **Safeguard** and promote the welfare of children and young people.
- Actively **support the school's ethos and values**, ensuring that all administrative and site teams reflect these principles in their interactions with parents, staff, and visitors.
- **Lead, manage, and develop** the administrative and site teams, aligning their work with the **School Development Plan**.
- Maintain a thorough **understanding of regulations** relevant to the role and school operations, providing **expert guidance** to the leadership team.
- Oversee the **development, review, and implementation** of school policies, ensuring compliance with statutory requirements, school policies, and risk assessments.
- Foster **strong working relationships** with colleagues, external partners, and the local community, ensuring **effective communication and collaboration**.
- Ensure **statutory requirements and deadlines** are met while continuously seeking opportunities to **improve service delivery**.
- Provide **cover and support** in the absence of team members when required.

Specific Duties – Financial Management

Budget & Financial Control

- Work in partnership with the **Headteacher** to manage the school budget, ensuring it is **robust, realistic, and aligned** with the **School Development Plan**.
- Lead the **annual budget submission process** and present regular financial reports to the **governing body**.
- Monitor the budget throughout the year, advising on necessary **adjustments and financial planning**.
- Conduct **financial forecasting** based on **Department for Education (DfE) and Local Authority (LA) funding** data, enabling long-term strategic decisions.
- **As a Local Authority maintained school, oversee day-to-day management of the school's finances**, ensuring timely payment of invoices, collection of debts and processing of data between the school and Local Authority.
- Benchmark the school's financial performance against comparable institutions, providing strategic recommendations to the **Headteacher and governors**.

Income Generation & Procurement

- Monitor **funding streams**, taking action where discrepancies arise.
- Oversee **income management**, including **debt recovery procedures and online payment systems**.
- Lead **fundraising initiatives** and explore **income generation opportunities**, including **lettings and grant applications**.
- Ensure the school is **adequately insured** and oversee **insurance claims processes**.
- Oversee **procurement procedures**, ensuring compliance with **Local Authority guidelines and adhering to the school's Finance policy**.
- Lead the **tendering and procurement** of major service contracts (e.g. catering, cleaning), ensuring **value for money**.
- Ensure robust **financial procedures** are in place, providing **training and accountability** for all staff involved in financial operations.

Financial Compliance & Policy Development

- Ensure compliance with **School Financial Value Standards (SFVS)** and **statutory financial reporting** requirements.
- Maintain accurate **financial records**, ensuring compliance with **audit requirements and GDPR regulations**.

Specific Duties – Human Resources

PAYROLL, PENSIONS & STAFF WELLBEING

- Oversee accurate **payroll and claim processing** in line with school and Local Authority policies.
- Monitor **payroll reports**, addressing any issues related to payments or deductions.
- Track **staff wellbeing and absenteeism**, advising the leadership team on any **emerging trends**.
- Promote staff **wellbeing initiatives** and facilitate access to relevant support services.
- Oversee the **implementation of absence procedures**, ensuring **fair and consistent application**.

RECRUITMENT & STAFF MANAGEMENT

- Work with the **Headteacher** to review and refine the **staffing structure**, ensuring **financial sustainability and effective deployment**.
- Oversee **safer recruitment** processes for all staff, volunteers, and third-party contractors.
- Ensure the **Single Central Record (SCR)** is maintained in full compliance with **safeguarding requirements**.
- Advise on **HR policies**, including **discipline, grievances, disputes, and misconduct**, liaising with external HR providers when necessary.
- Lead **staff induction and probation processes**, ensuring all new employees receive a thorough introduction to the school's policies and expectations.
- Ensure compliance with **employment law, equality legislation, and school personnel policies**, providing training where necessary.
- Be the **strategic lead on Human Resources** and **personnel management** relating to all staff.

Specific Duties – Site & Premises Management

HEALTH, SAFETY & SECURITY

- Oversee **site security**, ensuring premises are **safe, secure, and well-maintained**.
- Ensure all **visitors, volunteers, and contractors** comply with safeguarding procedures.
- Act as a **key holder**, managing site security arrangements, emergency protocols, and fire safety procedures.

PREMISES & FACILITIES MANAGEMENT

- Maintain the **school estate**, ensuring all facilities are clean, safe, and fit for purpose.
- Oversee **planned and reactive maintenance**, ensuring compliance with **health and safety regulations**.
- Monitor **energy and water usage**, implementing sustainability initiatives to improve efficiency.
- Manage **lettings and site use**, ensuring they align with the school's ethos and do not disrupt learning.

POLICY & COMPLIANCE

- Ensure **health and safety policies** are in place and regularly reviewed.
- Oversee **risk assessments**, ensuring compliance with **statutory requirements and inspection processes**.

Specific Duties – Pupil Administration

ANNUAL REVIEWS & STUDENT RECORDS

- Collaborate with relevant teaching and support staff including the **Office team, Assistant Headteachers, SENDCo and EHCP and Transition Co-ordinators**, to ensure efficient, compliant annual review and transition processes.
- Oversee **student records management**, ensuring all information is **accurate, secure, and up to date**.
- Support the development of **school systems** to streamline administrative processes.

Other Information

This job description provides a broad overview of the role and responsibilities. It is not exhaustive, and the postholder may be required to undertake additional duties at the discretion of the **Headteacher**.

Why Join Us?

At **Alderman Knight School**, we are committed to fostering a **supportive, dynamic, and ambitious** working environment. As a **School Business Manager**, you will play a **key leadership role**, ensuring the continued success of our school while having **genuine opportunities for professional growth**.

If you are an experienced professional looking for a rewarding challenge, we would love to hear from you!

Person Specification

Communication & Literacy	Essential	Desirable
Confident, clear and polite when communicating with a variety of audiences (staff colleagues, governors, parents, pupils, contractors, suppliers and neighbours).	×	
Presents and communicates effectively in formal situations, has a professional and credible impact when engaging with others.	×	
Competent and confident using a range of communication technologies and strategies.	×	
Is open to new ideas and willingly listens to suggestions from others.	×	
Qualifications	Essential	Desirable
Educated to degree level, ideally in a subject relevant to the role e.g. accountancy, business management or Qualified By experience	×	
Relevant accounting qualification or experience e.g CIMA, AAT		×
Relevant school business management qualification e.g. CSBM or DSBM		×
Relevant facilities management or Health & Safety qualification		×
Relevant HR professional qualification e.g. CIPD		×
Personal Qualities	Essential	Desirable
Enthusiastic about working in a school environment supporting the education of students at AKS. committed to promoting the ethos and values of the school and getting the best outcomes for all pupils	×	
Makes Safeguarding and Health & Safety a priority which informs all plans and decisions	×	

Person Specification

Personal Qualities	Essential	Desirable
Confident and comfortable holding others to account, including those in authority, for compliance with policies and regulations.	×	
Honest, discrete and trustworthy. Acts with integrity and fairness to safeguard the assets, financial probity and reputation of the school.	×	
Able to combine strategic planning and oversight with excellent attention to operational detail.	×	
Promotes equality, diversity and the development of others	×	
Able to work without close supervision to ensure tasks are completed. Focussed, methodical and organised: organises own workload and that of others to meet a variety of daily, weekly, monthly and annual deadlines.	×	
Self-reliant; able to work without operational coaching or support from a supervisor; maintains and develops own expertise; thrives on change; enjoys learning and developing new skills.	×	
Remain calm in emotionally charged situations; copes well with short-term changes in priorities; thrives on a busy office environment	×	
Work well as part of a team	×	
Able to form and maintain appropriate relationships and personal boundaries with children and young people.	×	
Develop self in the current role, consistent high-level performance and outcomes	×	

Person Specification

Skills and Experience	Essential	Desirable
Successful leadership and management experience in a school, or in a relevant field outside education	×	
Experience of leading multi-disciplinary teams	×	
Effectively delegates to own team and others outlining clear roles, expectations and responsibilities; actively manages poor performance and communicates clear expectations to empower each member of the team.	×	
Uses effective organisational skills to plan and manage complex and innovative projects; manages multiple complex deadlines across different areas of responsibility, whilst maintaining clear communication with the wider workforce.	×	
Up to date knowledge of school business management	×	
Working knowledge of employment law	×	
Working knowledge of GDPR	×	
Successful experience in a school, or in a relevant field outside of education, of managing large procurement exercises (>£200K).	×	
Successful experience of preparing and managing budgets of comparable size and complexity	×	
Experience of managing administration systems	×	
Successful experience of site management	×	
Working knowledge of Health & Safety regulations pertaining to the school's facilities	×	

Person Specification

Skills and Experience	Essential	Desirable
Working knowledge of legislation relating to schools and pupils with SEND, with particular regard to Safer Recruitment e.g Keeping Children Safe in Education	×	
Involvement in school self-evaluation and improvement planning		×
Experience in a customer facing role		×
Competent in using Office 365 suite: Word, Excel, Powerpoint, Outlook, Teams	×	
Previous experience of a school environment	×	
Previous experience of a special needs environment		×





Mission Statement

"Learning and Achieving Together."



Vision Statement

Our school strives to be a dynamic and vibrant centre of excellence, deeply embedded in the local community and recognised for its unwavering commitment to pupils with special educational needs. We are dedicated to equipping every child with the skills, confidence, and resilience needed to lead safe, happy, healthy, and fulfilling lives.



The Aim of the School

"To provide a supportive learning community that enables all children to thrive."

How We Achieve This

- **PERSONALISED LEARNING:**

We provide a rich, engaging, and individualised curriculum designed to foster self-confidence, resilience, and a strong sense of self-worth—preparing pupils for a successful transition into adulthood as responsible, active members of society.

- **STRONG FAMILY PARTNERSHIPS:**

We actively collaborate with parents, carers, and families, ensuring their voices are heard and their involvement shapes the educational journey. This partnership strengthens both student support and wider family engagement.

- **EMPOWERED STAFF:**

We invest in our staff by recognising their strengths, supporting their growth, and providing meaningful professional development to enhance their skills and impact.

- **COMMUNITY COLLABORATION:**

We work closely with local schools and community partners to expand opportunities, celebrate diversity, and unlock the full potential of every pupil.

How To Apply

Panoramic Associates Ltd is acting as an employment agency to Alderman Knight School on this appointment.

For a more in-depth conversation about the role please contact **Claire Prichard**, Lead Principal Consultant who is leading on the process. Claire can also enable conversations with the school and visits as required.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- Supply of details for one reference (not from current employer) that we can contact during the application process

Alternatively, you can submit your CV direct to our consultant-



Claire Prichard

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