

# Heathlands School, St Albans

Required from September 2026

## School Business Manager

Heathlands School is a successful and welcoming specialist school for deaf children and young people aged 3–18, set in beautiful grounds close to the centre of St Albans. We currently have over 150 pupils on roll and are proud of our strong community, excellent outcomes, and highly regarded residential provision for up to 20 weekly boarders, which has consistently received Good and Outstanding Ofsted judgements.

We are seeking to appoint a highly capable, strategic professional to play a pivotal role in our school community. To support a successful transition, the appointed candidate will benefit from a structured handover period from September to October 2026 with the current School Business Manager.

This is an exciting opportunity for a talented School Business Manager to join a highly regarded specialist setting and play a key strategic role within the leadership team, working closely with the Co-Headteachers and Governing Board.

The successful candidate will provide strategic leadership across all business and operational functions of the school, including:

- Financial management and budgeting
- Human resources and personnel administration
- Premises and estate management (including boarding and staff housing)
- Health and safety compliance
- Risk management and policy oversight
- Procurement and contract management
- Income generation and strategic development

This is a full-time, full-year role (52 weeks), with working hours of **8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm on Fridays**, including a 30-minute unpaid lunch break. We are however, open to discussing some flexibility in working arrangements for the right candidate. The minimum requirement would be term time plus three weeks.

The School Business Manager attends five evening meetings of the Full Governing Board and three meetings of the Resources Committee each year.

**Salary:** £42,839 – £61,421 per annum (dependent on qualifications and experience), equivalent to Hay Grade M1–M5. Membership of the Local Government Pension Scheme is included.

We welcome applications from experienced School Business Managers, as well as candidates with transferable leadership, financial or operational experience who are seeking to move into the education sector.

**Benefits of working at Heathlands include:**

- Working within a dynamic, highly successful and supportive school team
- Fully funded training in British Sign Language
- Access to a staff wellbeing support service, including an online GP and additional benefits
- Complimentary breakfast provided daily
- Free bookable school lunch (Monday–Friday)
- Free onsite parking
- A welcoming and inclusive school community

Heathlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.

**How to Apply**

Please return your completed Application Form and Person Specification to:

Co-Headteachers, Heathlands School, Heathlands Drive, St Albans, AL3 5AY

**Email: [head@heathlands.herts.sch.uk](mailto:head@heathlands.herts.sch.uk)**

Application forms and further details are available on our website: [www.heathlands.herts.sch.uk](http://www.heathlands.herts.sch.uk).

We warmly welcome visits to the school and encourage prospective applicants to contact us to arrange a visit or informal discussion about the role. For further information, please telephone [01727 807807](tel:01727807807) to speak to Mrs Bush, School Business Manager.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert early if we feel able to appoint the right candidate.

**Closing date: 15th June 2026, 12 noon**

Interview date: 25<sup>th</sup> June 2026



# Heathlands School

## Job Description

**TITLE OF JOB:** School Business Manager  
**GRADE:** M1- M5 dependant on experience  
**REPORT TO:** Co-Headteachers  
**HOURS:** 37 hours per week, 52 weeks/year (negotiable)

### Job Purpose

The School Business Manager is the school's senior support staff professional and a key member of the Leadership Team, working with the Co-Headteachers to ensure the school achieves its educational and strategic aims. The role provides strategic leadership of all non-teaching operations, ensuring the effective and efficient use of resources in support of learning outcomes.

### General Duties - Leadership & Strategy

1. Attend Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings.
2. Contribute to and influence strategic decision-making within the Senior Leadership Team.
3. Act as a delegated senior leader in the absence of the Co-Headteachers, as required.
4. Plan and manage change in accordance with the school development/strategic plan.
5. Line management responsibility for up to 8 support staff roles including finance, premises and ICT.

### Human Resource Management

1. Lead on HR administration, payroll coordination and personnel processes.
2. Manage performance management and appraisal systems for support staff.
3. Ensure compliance with HR policies and liaise with external HR providers and HCC.
4. Maintain accurate and confidential personnel records, including absence and leave management.
5. Support workforce planning aligned to school priorities.

### Financial Management

1. Lead the annual budget setting process in collaboration with SLT and Governors.
2. Monitor, control and report on school budgets, ensuring value for money.

3. Act as budget holder for designated cost centres.
4. Produce financial reports, forecasts and statutory returns (including SFVS).
5. Maximise income generation through lettings, grants and services.
6. Oversee banking, payments, reconciliations and financial compliance.
7. Identify financial risks and recommend corrective actions.
8. Ensure robust financial procedures and controls are in place.

### **Management Information Systems & ICT**

1. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
2. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
3. Ensure contingency plans are in place in the case of technology failure.
4. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
5. Ensure ICT systems are secure and resilient, with appropriate compliance to relevant legislation including data protection requirements.

### **Facility & Property Management (Strategic Estates Management)**

1. Strategic oversight of premises, grounds and facilities.
2. Management of contracts and external providers.
3. Capital projects and refurbishment planning.
4. Health and safety compliance integration.
5. Budget planning for estates and asset management.
6. Lettings and income generation from premises.

### **Health & Safety**

1. Act as the school's Health & Safety Co-ordinator and Fire Officer.
2. Ensure the school's written Health & Safety policy statement is clearly communicated and available to all staff.
3. Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive.
4. Maintain the critical incident plan for the school.
5. Ensure risk assessments are in place and reviewed on a regular basis.
6. Maintain the school asbestos log and act as asbestos authorisation officer.

### **Knowledge, Experience and Training (person spec) - assessed at application/interview/test**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/ Training:	<ul style="list-style-type: none"> <li>• Educated to A level standard (or equivalent).</li> <li>• Good pass in Maths and English GCSE.</li> <li>• Willingness to undertake training as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma of School Business</li> <li>• Management or an accountancy qualification equivalent to Level 5 or above.</li> <li>• BSL (willingness to learn essential)</li> </ul>

<p>Experience/ knowledge:</p>	<ul style="list-style-type: none"> <li>• Experience of working in a leadership and management role, including leading and managing teams and resources.</li> <li>• Setting and managing budgets.</li> <li>• Writing and presenting financial reports.</li> <li>• Development of administrative and financial procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous school office experience.</li> <li>• Experience of HR and premises management.</li> <li>• Contract management and procurement.</li> </ul>
<p>Skills:</p>	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills.</li> <li>• Expert knowledge of financial management.</li> <li>• Competent IT skills including Microsoft Excel and Word.</li> <li>• Excellent attention to detail and able to keep accurate records.</li> <li>• Excellent communication skills – both written and oral.</li> <li>• Ability to work both independently and as part of team.</li> <li>• Confident to liaise with and build effective working relationships with stakeholders including governors, staff, parents, children and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Arbor Finance/Access budgeting.</li> <li>• Understanding of Data Protection and confidentiality.</li> <li>• Able to use a variety of online resources and websites.</li> <li>• Understanding of health and safety legislation.</li> <li>• Awareness of asbestos management.</li> <li>• Networking skills.</li> </ul>
<p>Values/Personal Attributes:</p>	<ul style="list-style-type: none"> <li>• Well organised and efficient.</li> <li>• Resilient and able to work under pressure.</li> <li>• Deals with difficult situations effectively.</li> <li>• Ability to work to deadlines.</li> <li>• Analytical thinking and problem solving.</li> <li>• Reliable and flexible.</li> <li>• Able to work independently or as part of a team.</li> <li>• Always maintain confidentiality.</li> <li>• Commitment to the safeguarding of children.</li> <li>• Calm and professional manner.</li> <li>• Open-minded and receptive to new ideas, approaches and challenges.</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to set an example to staff in terms of punctuality and timekeeping.</li><li>• Willingness to constructively challenge the work of others and to continually improve own performance through CPD.</li><li>• Willingness to actively support school life.</li></ul>	
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The duties and responsibilities outlined above are indicative and not exhaustive. The postholder will be expected to undertake any reasonable duties appropriate to the scope and level of the role, as required by the school.