



Beths Grammar School

School Business Manager

Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

We are looking for an individual with real drive. Someone who is unafraid to tackle difficult issues, who knows what Outstanding looks like, and who, along with the rest of the team, is committed to working tirelessly to achieve it; someone with determination, resilience, humility and a sense of humour.

We are looking for a dynamic and innovative person, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth and development, whilst ensuring that exceptional achievement and excellence are embedded in all aspects of school life, and thus play a pivotal role in shaping the future of Beths Grammar School. The successful candidate will gain a wealth of experience from working across the school receiving support and guidance from the Headteacher and a very experienced Senior Leadership Team.

If you share our passion for students succeeding and our development of the 'whole student' and believe you have the skills to lead and inspire others, we very much look forward to hearing from you. I look forward to reading your application.

With best wishes,

RJBlyghton

Mr R J Blyghton
Headteacher



BACKGROUND INFORMATION

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.



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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys – and girls in the Sixth Form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

The school moved to its present site in 1961 and has the benefit of extensive playing fields. The original buildings have been significantly added to, including a major programme completed in 2000 which includes a superb sports hall. In 2003 we opened a new ICT facility, in 2005 a Science Centre, a Language Laboratory, in 2009 a new suite of five Language Teaching Rooms was built and in 2025 a new Sixth Form Centre was opened. Further capital projects since then have included major refurbishment of the Staffroom, Design & Technology and Performing Arts.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are as keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded,

outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.

Our website gives further information about the school. www.beths.bexley.sch.uk

RJBlyghton

Richard Blyghton
Headteacher



PROFILE OF BUSINESS MANAGER

Person Specification

Experience and Qualifications

1. Proven management and financial experience ideally in a school setting
2. Experience of working at senior management level
3. Experience of personnel and pension administration would be an advantage
4. A relevant CCAB Accountancy qualification is essential
5. Proven experience of project management and leading a team with enthusiasm
6. Proven experience in strategic operational leadership
7. Strong analytical skills with the ability to conduct comprehensive market analysis and apply findings to business strategy
8. Ability to balance strategic oversight with hands-on operational responsibilities effectively
9. Proven ability to ensure that targets and deadlines are met in a pressurized work environment
10. Excellent ability to delegate and train team members while maintaining organizational control and holding team members to account
11. Management of a significant budget
12. Proven track record of contributing to organizational growth and sustainability through strategic operations
13. Strong skills in budget development and oversight
14. Strong IT skills, including database development and an aptitude for learning new applications
15. Familiarity with educational and teacher training sector regulations and standards would be an advantage
16. Experience of contributing to staff development
17. This post requires a satisfactory DBS Enhanced Disclosure on appointment

Skills

18. Good interpersonal skills
19. Excellent time management and organisational skills
20. Able to prioritise effectively, meet deadlines and work under intense pressure
21. Work under own initiative
22. Communicate effectively both orally and in writing
23. Excellent numeracy skills
24. Budget monitoring and forecasting
25. Interpret and analyse statistical and financial data to present coherent financial reports
26. Confident in the use of computer systems including accounting software, word and excel
27. Able to solve problems, make good judgements and confident decisions

Knowledge and Understanding

1. Company and Charity accounting
2. Procurement and financial regulations
3. Safeguarding within the school environment
4. Personnel and administrative functions of a school/academy



Personal Qualities

1. Good standard of education
2. Calm, flexible and approachable
3. Honest and have integrity
4. Excellent health
5. Resilience, energy and enthusiasm
6. Proactive strategic and operational thinker with excellent problem-solving abilities
7. Excellent communication and interpersonal skills, with the ability to influence and collaborate at all levels
8. A people-person who thrives in leading a team and supporting colleagues to grow
9. Exceptional organisational skills and attention to detail
10. Ability to thrive in a dynamic, fast-paced environment, adapting to changing conditions
11. Desire to learn specialist knowledge and expertise at speed
12. Commitment to continuous professional development and lifelong learning of self and others
13. Willing to work flexibly and outside normal office hours to attend meetings and achieve deadlines
14. Deep understanding of and commitment to the vision and values of the School



Requirements of the Post

Principal Duties

- To lead operate and maintain the financial procedures within the School with the SLG and Trustees
- Personnel, payroll management and pension administration
- Management and protection of data
- Line manage the Finance & Administration, Facilities and Resources teams and the PA to the Headteacher
- SLT strategic role
- Provide strategic leadership and advice to the Board of Trustees and Trust Board on business, operations and finance to drive growth and secure a sustainable model
- Role of Company Secretary
- To promote the school commitment to the continual professional development of all staff
- To undertake any duties as may reasonably be required by the Headteacher
- Liaise closely with leaders in other support service areas (HR, Finance, IT, Premises) to coordinate all business activities across the school
- Ensure that the school is legally compliant and Ofsted ready
- To identify and respond to market opportunities and challenges, ensuring the organization remains proactive and financially viable.
- Uphold and integrate the vision and values-led approach of the School into all business, operations and financial strategies

Financial and Estates

- Advise the Headteacher on general financial policy and cash flow management, preparing quarterly budget monitoring and end of year statements
- Negotiate with service providers and advise trustees on best value for contracted services
- Monitor and review the effectiveness of contracted services and ensure quality control and value for money
- Oversee accurate data collection to secure income streams
- To ensure estimates and tenders are obtained for all contracted work in the school (in conjunction with Operations Manager and Network Manager) in accordance with financial regulations, liaising with trustees and senior staff as necessary
- Ensure that all school liabilities and obligations for insurance purposes are met
- Respond to advice from external auditors and implement agreed changes to procedures
- Ensure that all statutory returns to Companies House, DfE, LA and government agencies, including CIS tax, monthly VAT and other HMRC returns are made within required timescales
- Monitor asset register and ensure new acquisitions have been entered
- Manage and administer all contracts, including Service Level Agreements, ensuring best value practices in procurement
- Ensure accurate administration of bursary payments, liaising with stakeholders
- Check bank reconciliations
- Check all petty cash accounts
- Authorise BACS runs
- Carry out duties as principle cheque and BACS transaction signatory
- Produce monthly management accounts for Trustees
- Annual budget production and monthly forecasts
- Production of Statutory Accounts



- Lead on external and internal audits
- Benchmark financial performance
- Effective Resource Management
- Work collaboratively with outside agencies to identify and apply for CIF bids
- Monitor capital projects
- Oversee tender process and monitor contracts
- Carry out duties as principle cheque and BACS transaction signatory
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan

Payroll and Pensions

- Control and administration of the school's payroll, liaising with personnel, payroll, pension agencies and other service providers as necessary
- Ensure all responsibilities for Teachers Pensions and Local Government Pension Schemes are met, including year-end submissions, actuarial and FRS17 valuations
- Ensure all staff receive annual salary notifications and are made aware of financial benefits available to them
- Maintain accurate records of staff absence, overtime entitlement and holidays in order to ensure correct salary payments
- Maintain and report accurate data for DfE KPI reporting
- Oversee maintenance of an accurate operations calendar, ensuring activities are on time and within budget

Trustee and Trust Board Member Liaison

- Advising Trustees as required
- Liaising with Clerk of the Trustees
- Act as Returning Officer for Parent Trustee elections
- Maintain library of DfE, LA advice to trustees, other relevant documents and all school policies
- Ensure requirements of the Freedom of Information Act are adhered to

Line Management

- Manage the staffing operation of the Administration Office and all administrative, resources and site staff
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery
- Manage staff attendance and leave to ensure a continuous service throughout the year
- Oversee support staff appraisal scheme
- Monitor the effectiveness of the support staff establishment to meet the needs of the school

Senior Leadership

- Advise and inform leadership colleagues and be part of and enable the team to make strategic and well-informed decisions within the school

Company Secretary

- Responsible for ensuring that the School complies with financial and legal practice and maintains standards of corporate governance
- File annual return with Companies House



- Maintain statutory registers of members and directors
- Ensure minutes from governing body meetings are reported as required

Human Resources

- Oversee the School's payroll provision with the payroll provider
- Conduct reviews of the School's staffing structure to ensure effective deployment of staff and financial efficiency

Health & Safety

- Manage the School's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the School
- Organise health and safety training for staff
- Oversee the School's Critical Incident Policy

Compliance

- Manage the School's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

The School Business Manager will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

Please note that the list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Manager will carry out. The postholder may be required to do other duties to the level of the role, as directed by the Headteacher.



Why Join the Beths Community

- All staff receive their own laptop
- CPD programme for staff development
- Local Government Pension Scheme
- 24/7 Employee Wellbeing Support Programme (free & confidential)
- Cycle to work scheme
- Use of School gym
- Staff social events

Appointment Process

Applications should reach the school by **9am 17th October 2025**. We prefer electronic submissions. Application forms can be found on the school website, no CVs please.

Prospective candidates are very welcome to look around the school and meet the Headteacher and other senior staff by appointment. Our website and school films will give you a flavour of the vibrant and exciting environment we work in.

Please note that we reserve the right to close any advert before the advertised closing date should a sufficient response have been received. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.

We at Beths Grammar School are committed to practice which protects children from harm. Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Beths Grammar School is committed to ensuring that all its actions in respect for a child are compatible with this aim.

All positions are subject to a DBS enhanced disclosure check.

Applicants must complete the school application form and in line with 'keeping children safe in education' and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. All shortlisted applicants will be required to complete a Self-Disclosure form prior to interview and the school will conduct an online search.

