



School Business Manager

Start date: As soon as possible

36 hours per week/52 weeks per year

Salary negotiable based on experience and qualifications

Beths Grammar School is a large multi-cultural school on the borders between London and Kent, serving a wide range of vibrant and exciting communities. We specialise in boys' education in the main school and have a large, co-educational sixth form.

Due to the retirement of our current Business Manager at the end of the autumn term, we are seeking to appoint their replacement as soon as possible. As the schools leading support staff professional, you will be part of the Senior Leadership Team reporting directly to the Headteacher. You will be responsible for the financial strategy and business management of the school including the school estate.

The successful applicant will:

- Educated to degree level and have a recognised CCAB Accountancy Qualification
- Sound business knowledge ideally in a school setting but not essential
- Ability to lead on all financial matters within the school, ensuring that financial decisions are clearly linked to the school's strategic goals and improvement plan
- Excellent organisational skills and an ability to prioritise
- Calm under pressure, with an ability to provide solutions and adapt to changing priorities
- Good communication and written skills
- An understanding and commitment to safeguard and promote the welfare of children

Why join Beths Grammar School?

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

Closing Date: 9am 17th October 2025

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

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.