



Beths Grammar School

SCHOOL BUSINESS MANAGER

Recruitment Pack





Dear Applicant,

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

Beths Grammar School 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 and supporting 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 seeking a dynamic and innovative person, who is committed to providing the environment and opportunities for all in a world class learning culture. We are looking for someone 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 children and young people succeeding and our commitment to the 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.



With best wishes,
Mr R J Blyhton
Headteacher

RJBlyhton



BACKGROUND INFORMATION

Beths Grammar School is selective school for boys aged 11 to 16, and co-educational 16-18, in the Bexley and Kent area. We provide an exciting, purposeful and vibrant learning environment that challenges and supports all our students to thrive and achieve their potential. Students enjoy a rigorous, engaging and diverse curriculum which delivers the platinum standard of education, and makes us the selective and inclusive school of choice.

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.

VALUES



Our inclusive ethos is encapsulated in our values of Excellence, Community and Respect, which are built on our rich heritage as a school.

These are at the heart of all we do for our students, helping us to foster a compassionate, close-knit school community where we all share the same high expectations, standards and care for our students and staff.

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 has a wealth of history that we are constantly seeking to build on. Beths 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 state-of-the-art Sixth Form Centre was opened. Further capital projects since then have included major refurbishment of the Staffroom, Design & Technology and Performing Arts. While Beths is a traditional grammar school, it is geared for the twenty-first century. We embrace the role of tech and innovation, with both students and staff having their own electronic devices.

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



Mr R J Blyghton
Headteacher

RJBlyghton





PROFILE OF BUSINESS MANAGER

Person Specification

Experience and Qualifications

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

Skills

- Good interpersonal skills
- Excellent time management and organisational skills
- Able to prioritise effectively, meet deadlines and work under intense pressure
- Work under own initiative
- Communicate effectively both orally and in writing
- Excellent numeracy skills
- Budget monitoring and forecasting
- Interpret and analyse statistical and financial data to present coherent financial reports



- Confident in the use of computer systems including accounting software, word and excel
- Able to solve problems, make good judgements and confident decisions

Knowledge and Understanding

- Company and Charity accounting
- Procurement and financial regulations
- Safeguarding within the school environment
- Personnel and administrative functions of a school/academy

Personal Qualities

- Good standard of education
- Calm, flexible and approachable
- Honesty and integrity
- Resilience, energy and enthusiasm
- Proactive strategic and operational thinker with excellent problem-solving abilities
- Excellent communication and interpersonal skills, with the ability to influence and collaborate at all levels
- A people-person who thrives in leading a team and supporting colleagues to grow
- Exceptional organisational skills and attention to detail
- Ability to thrive in a dynamic, fast-paced environment, adapting to changing conditions
- Desire to learn specialist knowledge and expertise at speed
- Commitment to continuous professional development and lifelong learning of self and others
- Willing to work flexibly and outside normal office hours to attend meetings and achieve deadlines
- Deep understanding of and commitment to the vision and values of the School
- Desire to make a positive difference to the lives of children and young people, working within a warm, supportive and close-knit team.



The School Business Manager is a key member of the Senior Leadership Team (SLT), responsible for providing strategic leadership and operational oversight of the school's business functions, including finance, human resources, estates management, compliance, and administration.

The postholder will ensure that all resources are effectively deployed to support the school's vision, values, and strategic priorities, enabling the highest standards of education and wellbeing for pupils and staff.

Key Responsibilities

Strategic Leadership

- Act as a key member of the Senior Leadership Team, contributing to the strategic development and operational success of the school.
- Provide professional leadership and advice to the Headteacher, Trustees, and Trust Board on financial management, business operations, and long-term sustainability.
- Uphold and embed the school's values, vision, and commitment to excellence in all aspects of business and operational planning.
- Act as **Company Secretary**, ensuring compliance with statutory and governance requirements.
- Promote a culture of **continuous professional development**, collaboration, and accountability among all staff.
- Liaise with senior leaders in HR, Finance, IT, and Premises to ensure a coordinated approach to school operations.
- Ensure the school remains **legally compliant and Ofsted-ready** at all times.
- Identify and respond proactively to market trends, opportunities, and risks, ensuring the school's financial and operational resilience.

Financial and Estates Management

- Lead and maintain robust financial management systems and procedures in partnership with the SLT and Trustees.
- Advise the Headteacher and Trustees on financial policy, cash flow management, and budget strategy.
- Prepare annual budgets, monthly forecasts, management accounts, and statutory end-of-year financial statements.
- Oversee production of statutory accounts and coordinate both internal and external audits.
- Manage and monitor all contracts and Service Level Agreements (SLAs), ensuring best value and quality control.



- Oversee the collection, monitoring, and reporting of financial data to secure income streams and meet statutory deadlines (DfE, LA, HMRC, Companies House, etc.).
- Ensure full compliance with insurance, taxation, and financial reporting obligations.
- Lead the procurement and tendering process, ensuring transparency, cost-effectiveness, and adherence to financial regulations.
- Manage asset registers and oversee asset management planning, resource management, and capital projects.
- Benchmark financial performance and identify efficiency opportunities.
- Lead the development of the school's Good Estate Management for Schools (GEMS) framework, ensuring the estate is safe, sustainable, and fit for purpose.
- Collaborate with external agencies to identify and apply for funding opportunities, including CIF bids.
- Develop and implement a strategic fundraising and income generation plan aligned to the School Improvement Plan.
- Serve as the principal signatory for cheques and BACS transactions, authorising payments in line with school policy.

Payroll and Pensions

- Oversee and control the school's payroll and pension processes in liaison with HR, payroll providers, and pension agencies.
- Ensure compliance with Teachers' Pension and Local Government Pension Scheme requirements, including annual returns and actuarial valuations.
- Ensure all staff receive timely salary notifications and are informed of their benefits and entitlements.
- Maintain accurate payroll data relating to absence, overtime, and leave, ensuring correct payments.
- Produce and report payroll data to support DfE and internal KPI reporting.

Human Resources Management

- Provide strategic HR leadership to ensure the effective recruitment, development, and retention of staff.
- Oversee all HR operations, including recruitment, onboarding, contracts, and personnel records.
- Ensure compliance with employment law, safer recruitment, safeguarding, and data protection requirements.
- Lead staff relations, advising on disciplinary, grievance, and capability procedures as required.
- Conduct regular reviews of the staffing structure to ensure effective deployment and financial efficiency.
- Develop, review, and implement HR policies and procedures in line with legislation and best practice.
- Oversee payroll provision and ensure accurate and timely processing in collaboration with HR and finance teams.



Governance and Board Liaison

- Provide professional advice and reports to the Trustees and Trust Board on financial, legal, and operational matters.
- Liaise with the Clerk to the Trustees and act as Returning Officer for elections.
- Maintain and manage statutory registers, meeting records, and the policy library.
- Ensure compliance with the Freedom of Information Act and data protection legislation.
- File annual returns with Companies House and other statutory bodies as required.

Line Management and Leadership

- Lead and manage the Finance, Administration, Facilities, and Resources teams, as well as the PA to the Headteacher.
- Provide clear direction, motivation, and professional support to all staff, promoting a culture of excellence and teamwork.
- Oversee staff appraisals, performance management, and professional development.
- Manage staff attendance, leave, and deployment to ensure continuity and efficiency of service delivery.
- Ensure all administrative and support functions operate effectively and align with the needs of the school.

Health, Safety, and Compliance

- Lead on all aspects of health, safety, and premises compliance, ensuring statutory obligations are met.
- Maintain and monitor the school's risk register, ensuring mitigating actions are implemented.
- Oversee delivery of health and safety training for staff and ensure adherence to all safety policies.
- Ensure effective management of the school's Critical Incident Policy and business continuity plans.
- Oversee policy management, ensuring all policies are reviewed and updated in accordance with the policy schedule.



KEY ATTRIBUTES AND SKILLS

- Proven experience in strategic financial and operational leadership within an educational or similar environment.
- Strong financial acumen, with the ability to analyse data, produce complex reports, and advise at board level.
- Excellent interpersonal and communication skills, with the ability to influence, negotiate, and lead teams effectively.
- High level of integrity, discretion, and professionalism.
- Knowledge of educational legislation, governance, and compliance frameworks.
- Commitment to safeguarding, equality, and continuous improvement.

The School Business Manager will play an important role in safeguarding and promoting the welfare of all children and young people in our school community. The postholder is expected to follow all school policies, procedures, and the staff code of conduct to help maintain a safe and supportive environment for everyone.

Please note that this job description provides an overview of the main responsibilities and expectations of the role. It is not intended to be an exhaustive list, and the postholder may be asked to take on other reasonable duties in line with the role, as directed by the Headteacher.

Reporting to	Headteacher
Line Management of	Finance, Administration, Estates, HR teams; PA to the Headteacher

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

- CPD programme for staff development, helping you to progress and deepen your career, skillset and passion
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Personal equipment including dedicated laptop
- Local Government Pension Scheme
- Cycle to work scheme
- Use of school gym
- Access to staff social events
- A good commuter location, situated between London and Kent



APPOINTMENT PROCESS

Applications should be submitted to the school by **9am 12th January 2026**. Electronic submissions are preferred. Application forms can be found on the school website, no CVs please. We intend to interview week commencing **19th January 2026**.

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.