



The **GALLERY TRUST**



A community of special schools



Bardwell School
Together We Thrive

**School Business Manager
Bardwell School
Candidate Information Pack
May 2026**

Welcome

Thank you for your interest in the post of School Business Manager at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 121 pupils on roll, following recent expansion of the school buildings.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led, individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust, which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



Jo McGill
Head Teacher

School Business Manager

Grade 12

Actual Annual salary: £44,660.13 to £47,700.26
(Full Time Equivalent: £46,142 to £49,283 per annum)
37 hours per week, 42 weeks per annum

This work pattern equates to working term time (38 weeks) plus 5 INSET days and 3 weeks working during school holidays)

Bardwell School is seeking to appoint a School Business Manager to work with the Head Teacher as a member of the Senior Leadership Team in providing vision, strategic direction, professional leadership and management across business service areas to ensure high quality education, pastoral and therapeutic care for all students.

The role is responsible for managing all aspects of strategic and operational school business management, including estates, finance, human resources, procurement, administration and data protection, and line management of the admin and facilities team.

The successful candidate will ideally:

- Have relevant experience of working in a business or school environment at a similar senior management level
- Have knowledge and understanding of financial principles, with experience in managing budgets, forecasting and financial controls,
- Understand employment related principles, policies and procedures, ideally with experience of managing core employee processes such as workforce planning, recruitment, absence and performance management
- Have knowledge of estates and facilities management
- Have experience of compliance including health and safety
- Have line management experience, ideally managing a team across a range of administration and facilities roles
- Have broad experience of using business systems to manage data and drive processes
- Be committed to and able to promote the aims of the school and the values of the Trust
- Be committed to the welfare, wellbeing and safeguarding of students

Benefits of working at Bardwell School include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial rewards

- Competitive salaries for support staff based on the NJC Green Book
- Access to attractive pension plans (LGPS), linked to salary life assurance

- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to Wisdom, a wellbeing app
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- Free yearly flu vaccinations

Application Process

To apply for this post, please complete an application form via MyNewTerm.

Deadline for all applications: **Friday 5 June at Midday**

We are committed to ensuring that everyone feels welcome, respected, and supported throughout our recruitment process. If you have a disability, are neurodivergent, or have any additional needs that may require adjustments at any stage of your application or interview, please let us know.

We are very happy to talk with you about what would help you feel comfortable and able to perform at your best. This might include providing information in alternative formats, allowing extra time, or making practical adjustments to the process.

Research shows that not being able to fulfil every criteria can put people off applying for roles. If you feel your experience is a good fit for this opportunity albeit shaped differently, please do still apply.

You can contact our recruitment team in confidence with any queries at recruitment@thegallerytrust.co.uk or by calling 01865 557004. We are here to help and would love to hear from you.

Please detail any gaps in employment and use the selection criteria in the job pack detailed below when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check.

The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

JOB DESCRIPTION

School Business Manager

Job Purpose

As part of the Senior Leadership Team, advise and support the Head Teacher in providing professional leadership and management across all business services areas to enable high quality education, pastoral and therapeutic care for all students: to ensure the effective and efficient provision of local business and commercial services and undertake key strategic and operational responsibilities. To be a key link to, and work in partnership with the Trust Central Shared Services Team.

Duties include but are not exclusive to:

Leadership and Management Responsibilities

- Member of the Academy's Senior Leadership Team providing specialist advice and guidance on key strategic responsibilities
- Ensure quality control, effectiveness and delivery of support functions including finance, estates, administration, human resources, procurement and data protection
- Responsible for the procurement, selection, management, maintenance and use of resources, ensuring their effective use and value for money, following best value guidelines, and statutory guidance
- Local management of services, suppliers and contracts, e.g. catering, cleaning and ICT
- Ensure compliance with Trust policies and processes, and with statutory regulations, advisory guidance and audit requirements
- Develop and maintain constructive relationships and work collaboratively with key stakeholders, including with the wider School Business Manager community across the Gallery Trust, colleagues within other academies in The Gallery Trust, the Trust's central team and the Local Academy Board
- Line management of Admin Facilities teams
- Contribute to the school's strategic planning

Finance and Payroll

- Manage the school budget and staff forecasting to support the Head Teacher
- Operational management of school finance and payroll, working collaboratively with the Trust's central finance and payroll team, and securing excellent financial control, monitoring and auditing procedures that meet the requirements of the Trust (including delegation of duties to school admin team)
- Work in compliance with the Internal Financial Regulations Handbook, the DfE Academy Trust Handbook and the Trust's policies and procedures
- Pursue additional sources of funding, sponsorship, bids and grants
- Research and develop fundraising opportunities for the school
- Advise on spending commitments, budgetary matters and other expenditure and income issues
- Manage leasing arrangements
- Manage the asset register and renewal program
- Advise on the financial implications of proposed and actual initiatives, including proposals relating to use of resources, building and staffing structure
- Undertake processing and operational tasks on specialist software

Human Resources

- Lead on school level HR matters and relevant people and employment procedures such as absence management, performance, recruitment etc procedures, escalating more complex cases to the Trust's HR and/or Safeguarding team for advice and guidance.
- Safer Recruitment Lead including implementation of Trust policies, maintaining the Single Central Record and safeguarding records.
- Manage and monitor the induction and probation processes for all support staff
- Manage personnel information on the school's management information software
- Oversee payroll submission liaising with the Trust's payroll team, where required
- Support completion of the School Workforce Census

Facilities

- Manage Health and Safety with the Facilities Manager and ensure that statutory requirements are met and evidenced
- Assess and identify risks: risk management and contingency planning for business critical areas
- Ensure that the buildings and site are maintained to a satisfactory standard and present a clean and purposeful environment for all users
- Support with the development and planning for efficient community use
- Management of 3rd Party Contracts (Cleaning, Catering, Grounds) performance against contract specification
- Managing School Staff team performance on all Statutory Health and Safety Training
- Manage and budget for the rolling maintenance program

Operational Administration

- Manage a variety of complex correspondence, internal and external, and including statutory returns .
- Undertake word processing and other complex IT based tasks
- Support internal meetings as appropriate e.g. minute taking, organisational support etc.
- Liaise with external professionals and agencies as necessary
- Provide detailed analysis and evaluation of data as required
- Archive and manage records in line with data and governance requirements

General Responsibilities

- Take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the School and Trust's policies and procedures
- Safeguard and promote the welfare of all students
- Participate positively in training and professional development
- Support the aims and ethos of the School and Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Selection Criteria School Business Manager

Qualifications and training		
	Essential	Desirable
Level 3 / 4 qualifications or relevant experience	X	
Willingness to continue professional development	X	
Excellent literacy and numeracy skills	X	
Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM: DSBM		X
Experience		
Relevant experience of working in a business environment at a similar level	X	
Administrative experience in a management capacity	X	
Experience of managing staff	X	
Experience of managing services and contractors	X	
Experience of working in a school at a senior level		X
Experience of managing and operating financial management systems.		X
Experience of PS Financials		X
The ability to produce, analyse and evaluate financial reports/information		X
Professional Knowledge		
Knowledge and understanding of financial principles and controls, budget planning and management procedures	X	
Understanding of HR principles, policies and procedures	X	
Knowledge of administrative systems and working practices	X	
Understanding and awareness of education issues and developments		X
Knowledge and understanding of premises management		X
Knowledge and understanding of health and safety legislation		X
Skills and Abilities		
Advanced verbal, interpersonal and written skills	X	
Proven organisational skills with a high level of accuracy	X	
Ability to plan and prioritise workload to meet conflicting deadlines	X	
Ability to analyse and interpret complex information and solve problems	X	
Excellent ICT skills and ability to use a range of ICT packages, 'expert' user of e.g. MIS / MS Excel in addition to being able to work in a Windows, Mac and Google environment	X	
Ability to work independently and act on own initiative.	X	

Ability to cope well with pressure and keep calm in stressful situations.	X	
Ability to motivate and manage staff	X	
Ability to liaise and communicate effectively with a range of stakeholders including staff, students, parents, board members, trustees, and promoting effective relationships with the wider community	X	
Ability to liaise and communicate effectively with a range of stakeholders including staff, students, parents, board members, trustees, and promoting effective relationships with the wider community	X	
Ability to maintain confidentiality and integrity.	X	
Other requirements		
A satisfactory enhanced DBS check	X	
Understanding and commitment to equality of opportunity, participation, diversity and responsibility	X	
Committed to and able to promote the aims of the School and the values of the Trust	X	
Committed to the welfare, wellbeing and Safeguarding of students, staff and visitors to school	X	

About the Gallery Trust

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We exist to ensure that every child and young person feels safe, valued, and supported to achieve their potential. Across all our schools and services, we combine high expectations with deep care, specialist expertise, and strong relationships to create environments where pupils can thrive academically, socially, and emotionally.

The Gallery Trust has a strong local and national reputation for specialist SEND provision. Currently, the Trust is made up of:

- Seven schools spanning all aspects SEND
- One free school in pre-opening phase (Artemis Academy)
- A Trust-wide Outreach Service
- Short Breaks (Clubs and holiday) provision

Together, we support:

- Over 780 students across primary, secondary, and sixth-form provision
- More than 450 staff, including teachers, therapists, support staff, leaders, and central services colleagues

Our Values

At The Gallery Trust, our values shape who we are and how we work. They guide our decisions, our relationships, and our ambition for every child, every family, and every colleague.

Belong

We aim to create communities where every individual feels safe, known, and genuinely valued. Belonging is the foundation of our work and is reflected in calm, nurturing environments where pupils and adults feel connected, respected, and confident to be themselves.

We believe that when children and young people, families, and staff truly feel they belong, they are empowered to engage, grow, and flourish.

Believe

We believe in the potential of every child and every adult. Our belief drives high expectations, inclusive practice, and a relentless commitment to equity and opportunity.

We believe in specialist expertise, in evidence-informed practice, and in the power of strong relationships to remove barriers to learning. Above all, we believe that with the right support, encouragement, and ambition, every learner can succeed.

Embrace

We embrace difference, complexity, and individuality. Embrace means recognising each child, family, and colleague for who they are, valuing diverse experiences, perspectives, and ways of being.

We embrace collaboration with families, communities, and partners, knowing that the best outcomes are achieved when we work together. We also embrace learning, reflection, and change, continually refining our practice to meet the evolving needs of the children and young people we serve.

Achieve

We are committed to enabling meaningful achievement for all our pupils. Achievement at The Gallery Trust is broad, ambitious, and personal, encompassing academic learning, wellbeing, independence, confidence, and preparation for adulthood.

Through high-quality teaching, tailored provision, and continuous improvement, we ensure every pupil makes progress and experiences a rich, engaging education that focuses on what truly matters.

