



Assistant School Business Manager – Penn Fields Special School

Location: Wolverhampton

Contract: Full-time, Permanent

Salary: [Grade 6 Points 17-22]

Penn Fields Special School is seeking a highly motivated and skilled **Assistant School Business Manager** to join our dedicated team. This is an exciting opportunity to play a key role in supporting the effective financial and administrative operations of our school.

About the Role:

As Assistant School Business Manager, you will work closely with the School Business Manager to ensure the smooth running of financial and administrative systems. You will contribute to whole-school improvement by managing day-to-day office operations, supporting governance and compliance, and overseeing financial processes. This role is integral to maintaining high standards across finance, health and safety, compliance and, and administrative as a key member of the Central Services team.

Key Responsibilities:

- Support the School Business Manager with all aspects of finance, including budget planning, monitoring income/expenditure, and producing reports.
- Ensure compliance with statutory requirements, GDPR, and school policies.
- Manage and supervise the school office team, ensuring efficient administrative support.
- Oversee contracts, procurement, and service agreements to secure best value.
- Maintain accurate financial records and assist with asset management.
- Contribute to risk management, health and safety, and safeguarding procedures.
- Support governance processes and ensure timely communication with the Governing Body.

What We're Looking For:

- Strong financial and administrative skills with attention to detail.
- Excellent organisational and communication abilities.
- Ability to manage multiple priorities and work under pressure.
- Knowledge of school finance systems and compliance requirements (desirable).
- A proactive, professional approach aligned with our ethos and trauma-informed practice.

Why Join Us?

At Penn Fields, we pride ourselves on creating a supportive and inclusive environment where every member of staff contributes to the success of our students. You'll be part of a collaborative team committed to excellence and continuous improvement.

Penn Fields School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to Enhanced Disclosure and Barring Service check.

The Co-headteachers encourage candidates to visit Penn Fields School. School visits can be arranged via email to recruitment@pennfields.com

How to apply:

- Download an application form and return to recruitment@pennfields.com
- Closing Date: Monday 12th January 2026 @ 9:00am
- Interviews: Week commencing Monday 19th January 2026