

St Helen's School

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Assistant Business Director
– Job Description



JOB DESCRIPTION

Assistant Business Director

The Purpose

The Assistant Business Director supports the Business Operations Director as a key member of the Business Operations Team, providing leadership across operational, financial, commercial and compliance functions. The postholder will ensure the smooth running of core support services, lead risk and compliance, oversee health & safety, manage commercial finance, and oversee the scholarships, bursaries and hardship processes. They will act as a senior operational partner to academic and support leaders, ensuring high standards of service delivery across the school.

Line Management: H&S, Front Office Administrative Staff

The Post

SALARY: £60,000 - £65,000 per annum depending on qualifications and experience

HOURS: Full time, Monday to Friday, plus three Saturdays to support major School events.

Main Responsibilities

Operational Leadership & Service Delivery

- Removal of fallen leaves and debris from all hard surfaces and grassed areas
- Lead day to day operational oversight of Risk & Compliance, Health & Safety, and Commercial Finance.
- Ensure operational teams deliver high quality, efficient and responsive services that support the smooth running of the school.
- Support the Business Operations Director to ensure alignment between operational delivery and the school's strategic objectives.
- Act as a senior point of contact for parents regarding commercial finance matters, including payment plans, arrears discussions, trip information and sensitive hardship conversations.
- Coordinate the administration and operational processes for scholarships, bursaries and hardship applications, ensuring fairness, confidentiality and compliance.

Risk & Compliance and Health & Safety

- Lead the development, implementation and monitoring of the school's Risk & Compliance Framework, ensuring robust systems are in place across all support functions.
- Maintain the Strategic & Operational Risk Register, working with the Business Operations Director and Senior Leaders on strategic risk identification and mitigation.
- Ensure compliance with statutory, regulatory and Independent School Inspectorate (ISI) requirements across operational areas.
- Manage internal audit processes and ensure timely completion of actions.
- Provide senior leadership for Health & Safety across the school, ensuring a proactive and compliant safety culture.
- Chair the Health & Safety Committee, ensuring actions are completed within required timescales



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- Oversee regular external H&S audits and ensure recommendations are implemented.
- Ensure all contractors on site meet H&S and safer recruitment requirements.
- Maintain oversight of accident reporting, investigations and trend analysis.

Policy, Process & Governance

- Lead the review and maintenance of operational policies, ensuring they remain compliant and up to date.
- Support the Business Operations Director in preparing reports for Governors, including risk, H&S, estates and compliance updates.

Hardships & Bursaries

- Support the Business Operations Director in preparing reports for Governors, including risk, H&S, estates and compliance updates.
- Act as the senior operational lead for parental finance queries, including fee discussions, payment plans and hardship cases.
- Manage the operational administration of scholarships, bursaries and hardship funds, ensuring processes are transparent, timely and compliant with policy.
- Work closely with members of the Finance team to ensure accurate and timely application of awards and adjustments.
- Deliver high-quality financial analysis to support strategic decision-making around School Trips, Co-curricular, wraparound care and Home to School Coach Travel

Finance Business Partnering

- Support non-financial colleagues in understanding budgets and financial performance.
- Promote financial awareness and accountability across the school.

Other Duties

- Carry out duties reasonably requested by the Head or Business Operations Director
- Promote and safeguard the welfare of children in accordance with the school's Safeguarding and Child Protection Policy.
- Uphold and promote the school's ethos, values and strategic aims.



The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Senior operational leadership experience in a complex organisation.
- Experience in risk management, compliance, estates, H&S or operational service delivery.
- Strong commercial acumen and experience handling parent/customer facing financial discussions.
- Experience managing multiple teams and functions.
- Experience administering bursaries, scholarships or financial assistance (or equivalent transferable experience).
- Strong understanding of safeguarding and regulatory requirements in a school environment.

Skills & Attributes

- Excellent communication and relationship building skills.
- Ability to manage competing priorities and work under pressure.
- Strong analytical and problem-solving skills.
- General Certificate NEBOSH (preferred) or equivalent professional H&S qualification. or willingness to work towards
- High levels of integrity, discretion and emotional intelligence.
- Confident decision-maker with sound judgement.
- Collaborative, collegiate and able to empower others.
- Strong organisational skills and attention to detail.
- Ability to work onsite and attend key school events as required.

APPLICATION PROCESS

Closing date: Midnight Sunday 28th June 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

