



Beths Grammar School

SCHOOL BUSINESS MANAGER

Start date	Easter 2026 or earlier
Term	36 hours per week/52 weeks per year
Salary	Salary negotiable based on experience and qualifications

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.

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.

We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. The School Business Manager plays an integral role in supporting these ambitions for our students and school.

Due to the retirement of our current Business Manager, we are seeking to appoint their replacement. As the school's 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. Please see the full recruitment pack for more details.





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
- A desire to make a positive difference to the lives of children and young people, working within a warm, supportive and close-knit team.

Why join Beths Grammar School?

- 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

Closing date

9am 12th January 2026

Applications should be submitted to the school by **9am 12th January 2026**. Electronic submissions are preferred, and application forms can be found on TES or on the school website, no CVs please. We intend to interview week commencing **19th January 2026**. 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. Previous applicants for this role will not be considered.

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.