

Role:	Executive Business Manager
Location:	Bournemouth, Poole & Weymouth
Salary:	Competitive
Working pattern:	Full time with possible flexibility
Closing Date:	Friday 7th August 2026
Shortlisting:	Monday 10th August 2026
Interviews:	Wednesday 12th August

The United Learning **Dorset Secondary** Cluster is seeking an experienced, enthusiastic and highly motivated Executive Business Manager to lead our business functions across four schools that are all on a unique but exciting journey. You will be expected to offer trusted strategic advice to each of our Principals as they seek to develop the unique strengths of each school.

Your support will enable our schools to deliver an excellent education to young people across Dorset. You will be committed to excellence, managing a team of people covering a range of business functions such as Finance, HR, IT, Facilities, Marketing and Governance.

In an environment where no two days are the same you will work closely with leaders across the Cluster and United Learning's central teams, striving to ensure sustainability, efficiency and effective ways of working.

The successful candidate will need to demonstrate sound financial planning and budgetary control, adept management skills and be able to make sure that the cluster realises all the benefits of being a part of United Learning.

Your experience

You will bring:

- Proven experience in financial and operational leadership across multiple sites or schools
- Strategic planning and resource management expertise
- Confidence in influencing at senior levels, including Principals, Governors and Trust Executives
- A collaborative leadership style that motivates high performing teams.
- The highest regard for safeguarding and promoting the welfare of staff, children and young people.

About United Learning Dorset Cluster

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. Each school is at a different stage of its improvement journey with distinct priorities and leadership.

We work collaboratively across the cluster to deliver the best possible education for our students. Support staff are delivered both within individual schools or as part of a shared cluster team, ensuring high quality consistent provision.

We offer:

- A **competitive salary** with performance related incentives
- Access to **high quality professional development** and leadership training.
- **Generous pension** with 19% employer contributions
- **Access to BUPA and a health care cash plan**
- **Personal leave day**
- A strong focus on **staff wellbeing** including a group wide wellbeing programme
- Opportunities to contribute to **strategic development** and share services across multiple schools
- Access to **specialist resources and facilities** through United Learning's national network
- A chance to make a **tangible impact** on the lives of young people in the cluster

Your application

Your application should explain your suitability for the role described above and in the job description in terms of your knowledge, experience, skills, qualities and qualifications.

United Learning values diversity and inclusion and is committed to creating and sustaining a more ethnically diverse workforce. We welcome applications from professionals of minority ethnic origin and from majority ethnic professionals who share our commitment to inclusion and diversity.

If you would like to discuss the role informally, please contact Stuart Ingram, Regional Director, on stuart.ingram@unitedlearning.org.uk