



School Business Manager Recruitment Pack

**CRESTWOOD
COMMUNITY SCHOOL**



Contents

Section 1: Post Advertisement

Section 2: About Crestwood Community School

Section 3: Job Description

Section 4: Person Specification



May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Business Manager

Location: Crestwood Community School (working at both Cherbourg and Shakespeare Campus)

Pay Scale: HCC Grade H - I £56,285 - £73,902 (Depending on experience)

Contract: Permanent, full time - 37 hours x 52 weeks

Start Date: 1 June 2026 (or earlier)

We are seeking an experienced and proactive School Business Manager to join the Crestwood Community School Family. Crestwood Community School is one school split across two sites in the heart of the Eastleigh community.

As the School Business Manager, you will be a key member of our Senior Leadership Team with a diverse and rewarding role, with the day - to day responsibility for

- Oversee financial planning, budgeting and reporting across the school, for a budget in excess of £12m
- Manage the day to day financial operations of the school.
- Prepare management accounts, forecasts and financial statements
- Investigate opportunities for income generation
- Apply for relevant LA and DfE grants, and submission of Government returns
- Support the Senior Leadership Team with strategic financial advice
- Ensure compliance with statutory and regulatory requirements, including being the School's Data Protection Officer
- Manage the HR, Site, Catering and IT functions of the school
- Contribute to the smooth running and strategic development of the school

Ideally, you will have previous experience of being a School Business Manager, or in one or more aspects of the role. However, training will be given and you will be well supported by our Senior Leadership Team, Governors and Staff. The Support Staff Leadership team is currently composed of 3 Bursars, each with specific responsibility for HR, Premises and IT who report directly to the School Business Manager.

Section 1: Post Advertisement cont.

The successful candidate will be an adept people manager, with strong interpersonal skills and the ability to influence and engage colleagues at all levels, with substantive experience in business management and leadership. Strong organisation skills with the ability to manage multiple concurrent projects is absolutely key, along with the ability to remain calm and resilient under pressure. As you are working in a school environment that has 36% of students receiving free school meals, it is important that you are passionate about improving the life chances of our students and families. A good sense of humour is also an essential requirement.

- As a school we take staff well being seriously. We offer staff the following:
- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Half termly cooked breakfasts
- One wellbeing day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

As a new member of staff you will be well supported: we have a comprehensive induction process, and you will be given a professional coach to work with you as you find your way in the role. We are a close team that discusses concerns and you will not be judged at any point, helpful debate will be a key way of working.

For the successful candidate, a commitment to raising standards and a passion for developing young adults in a true comprehensive is essential: this entails a commitment to all learners, to excellence for all, and a belief that a good school makes a significant difference to learners' life chances, levels of attainment and the wellbeing of the community as a whole.

Completed applications, with the names and addresses of two referees, including your existing Headteacher or Line Manager, should be emailed to krista.dawkins@crestwood.hants.sch.uk and hr@crestwood.hants.sch.uk

We look forward to hearing from you.

Closing date: Wednesday 28th January at 12pm

Interview date: Wednesday 4th and Thursday 5th February 2026

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of December 2025 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

The School Business Manager works closely with the Executive Headteacher and the Senior Leadership Team. The Executive Headteacher works across both campuses on alternating days with the Head of School, but due to the close proximity of the campuses can be available at short notice on either site. The team meets each morning to discuss the key issues that day. The Deputy Headteachers are responsible for the day to day operational running of each campus. The SLT are a visible presence across the school every lesson, every day, we are not a team that sits in their offices. This post has a whole school area of responsibility for curriculum construction, exams and pupil progress. The successful candidate will also work alongside the Chair of the Governor's Finance and Resources Committee, whilst also attending and contributing to other Governors meetings.

Our Ofsted report from February 2024 stated that at Crestwood "there is a welcoming, friendly atmosphere". They also said that "teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education." In addition Ofsted report that "many pupils, staff and parents describe the school as a 'big family'.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section Three: Job Description and Person Specification

Job title: School Business Manager

Salary Scale: Grade H - I (£56,285 - £73,902)

Site: Both Shakespeare and Cherbourg

Responsible to: Executive Headteacher

Responsible for: Day to day responsibility for the Support Staff functions of the school

Contacts: Staff, governors, external agencies and visitors to site

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post

Job purpose

- The School Business Manager is the school's leading support staff professional and works at a strategic level as a member of the Senior Leadership Team (SLT).
- Reporting to the Executive Headteacher, the role takes responsibility for all non teaching activities to promote the vision of the school through an inclusive culture. The purpose is to strategically manage the operational business of the school to ensure the most effective use of resources in support of the school's strategic objectives.

Leadership and Strategy

- Be responsible for line-managing non classroom based support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Executive Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Take a lead role in the creation of an inclusive culture which recognises and values the contributions of staff, students, Governors and the community to the success of the school.
- Negotiate and monitor the performance of all contracts for services, e.g. cleaning
- Show a commitment to your own professional development, engaging in appropriate learning activities.
- Take responsibility for the performance management of identified colleagues
- Safeguard and promote the welfare of children and young people.

Financial Management and Fundraising

- In partnership with the Executive Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the Executive Headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Executive Headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns

Financial Management and Fundraising cont.

- Oversee financial management including contracts, Service Level Agreements and statistical returns.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Maximise the use of financial resources for the school including identifying potential funding sources and grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Explore new ways in which the school's services, buildings and site might be developed for and utilised in the community.
- Develop contacts with businesses and external partners to develop and generate sources of income which support the development objectives of the school.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human Resources

- Line Manage the Bursar (HR).
- Manage the school's payroll provision with the IBC
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Ensure the effective operation of the HR department, delegating tasks to the HR team where appropriate.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Premises Management

- Line Manage the Bursar (Site)
- Ensure the health & safety policy is clearly communicated, implemented at all times, and subject to regular review and assessment
- Ensure systems are in place for effective monitoring, delegation, measuring and reporting of health and safety issues to the SLT
- Manage the letting of school premises to external organisations, ensuring compliance with legal requirements (e.g., British values, safeguarding) and the school's ethos
- Monitor any outsourced services, ensuring they achieve value for money.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with the School and contractual obligations
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance in line with school policies and procedures
- Ensure a safe environment for all
- Manage the school's environmental impact, review wastage and consumption, and suggest well-researched methods of improvement to the local governing committee
- Attend and actively participate in the Health and Safety Committee

Student Data and Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Monitor and update the risk register
- Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- Be the school's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

Catering

- Line Management of the Catering Manager
- Ensure compliance with relevant food safety laws
- Ensure processes and procedures are in place for the effective and efficient operation of the catering function
- Ensure value for money is achieved.

Wider Professional Responsibilities

Including, but not limited to:

- To play a lead role in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Actively lead key school events as determined by the school's SLT expectations
- Ensure all written communication to parents/ carers has a high standard of spelling, punctuation and grammar.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- Adopt a positive working relationship with parents/ carers.
- Follow school policy for the identification of students who may be vulnerable to radicalisation/extremism.
- Contribute fully to the duty to build students' resistance to radicalisation by providing a safe environment for debating controversial issues.
- Identify opportunities to play a proactive role in the wider life of the school.
- To cooperate with other staff to ensure a sharing and effective usage of school resources to the benefit of all.
- Staff are expected to adhere to all school policies (shared with and available to staff electronically) but specifically:
 - Safeguarding Policy
 - Child Protection Policy
 - Staff Code of Conduct
 - DfE Keeping Children Safe in Education (KCSIE)
 - Password Policy
 - Staff Dress Code
 - Grievance Procedure
 - Health & Safety Policy
 - Staff Absence and Attendance Policy
 - Whistle Blowing

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown above, but following consultation with you, may be changed by core SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title.



Person Specification:	Essential	Desirable
QUALIFICATIONS		
Accounting qualification e.g. AAT, CIMA, CIPFA	X	
CSBM/DSBM;		X
A good level of education including GCSE Mathematics and English Language 9-4 (A*C)	X	
EXPERIENCE		
A successful track record of business management	X	
Experience of working with external contractors and agencies	X	
Experience of managing teams	X	
Experience of managing a range of business support functions	X	
Experience of appraising performance and developing staff	X	
Experience of effective financial/ budget management	X	
Significant and demonstrable practical experience of problem resolution	X	
Experience of working with other departments and building relationships with colleagues and a wide range of stakeholders	X	
Proven experience working in an educational setting		X
Experience of leading, motivating and developing a team providing excellent service to customers.	X	
Experience of school MIS systems		X
KNOWLEDGE		
Knowledge of school operations and estate management		X
An excellent working knowledge of IT systems and packages	X	
An excellent understanding of school management systems including reporting and analysing.		X
Comprehensive understanding of Health and Safety regulations		X
Knowledge and Understanding of working with a Local Authority Structure.		X
Skills and Abilities		
Able to work flexibly as part of a team	X	
Able to demonstrate an innovative and problem solving approach to issues	X	
Excellent written and spoken communications skills	X	
Excellent organisational and time management skills	X	
Ability to prioritise workload and delegate as appropriate	X	
Ability to implement changes of systems to suit improvements in efficiency and working practices	X	
Ability to handle confidential issues and materials sensibly and appropriately.	X	
Committed to promoting high quality care to students	X	
Committed to contributing to the wider school and its community	X	
Professionally assertive and clear thinking	X	
Having a customer focussed and flexible approach to work demonstrating the ability to prioritise effectively and respond to changing demands	X	
Ability to influence and communicate both verbally and written	X	

Skills and Abilities cont.

Able to plan and take control of situations	X	
Thoroughness and excellent attendant to detail and accuracy	X	
Ability to demonstrate a flexible approach to working hours in line with the School events and requirements	X	
A commitment to equal opportunities and empowering others.	X	

