

Sacred Heart of Mary Girls' School



Headteacher: Ms V Qurrey M.A.

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About this Role

Sacred Heart of Mary is seeking an experienced and proactive School Business Manager to play a pivotal role in our school community. This is an exciting opportunity to join a successful school and to ensure that our school operates efficiently, compliantly, and sustainably.

The successful candidate will work closely with the Headteacher, senior leaders, finance officer and the wider staff body.

About the Role

As School Business Manager, you will manage the financial and administrative functions across the school. You will provide strategic advice, oversee budgets, manage risk, and ensure statutory compliance, while line-managing school support staff and driving best practice for the school.

Key Responsibilities Include:

- Strategic financial planning, budget management, forecasting, and reporting
- Oversight of payroll and operational processes
- Supporting school improvement planning through effective resource allocation
- Line-managing and developing support staff
- Contributing to leadership meetings and governance reporting

We Are Looking for Someone Who:

- Has strong financial and business management expertise
- Has relevant qualifications and experience
- Has leadership experience within a school or comparable setting
- Is confident managing budgets, compliance, and operational risk
- Has excellent attention to detail and strong organisational skills
- Communicates effectively and builds positive working relationships
- Is committed to safeguarding, equality, and inclusive practice
- Thrives in a fast-paced environment

Experience using systems such as Bromcom and the google suite is desirable.

Why Join us?

- A collaborative, values-led organisation
- Opportunity to shape and influence business strategy across multiple schools
- A role with genuine impact on pupil outcomes
- Supportive leadership and professional autonomy

Safeguarding Statement

Sacred Heart of Mary is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to appropriate safeguarding checks