



engage
enrich
excel
academies



School Business Manager

CANDIDATE PACK

Welcome



Dear Prospective Candidate

Thank you for your interest in the role of School Business Manager with Engage, Enrich, Excel Academies.

We are delighted that you are considering joining our Trust and hope this recruitment pack gives you a flavour of who we are, what we stand for, and why this is such an exciting opportunity.

At Engage, Enrich, Excel Academies, our values of Belong, Respect and Empower are at the heart of everything we do. We are proud to be a warm, supportive and caring organisation where relationships matter and every individual is valued. Our schools and central team work collaboratively, sharing expertise, solving problems together and continually striving to improve outcomes for the children, families and communities we serve.

Our central team is highly skilled, experienced and committed to supporting one another. If successful, you will benefit from a comprehensive induction programme, ongoing professional support and high-quality training. You will also become part of a strong network of School Business Managers across the Trust who meet regularly to collaborate, share best practice, solve challenges together and support one another. This collaborative approach ensures that knowledge, expertise and resources are shared across our schools, creating a culture where no one works in isolation and everyone is empowered to succeed. We firmly believe that investing in our people is essential, and professional development is a key priority. We want every colleague to become the very best they can be, developing their skills, confidence and leadership potential throughout their career with us.

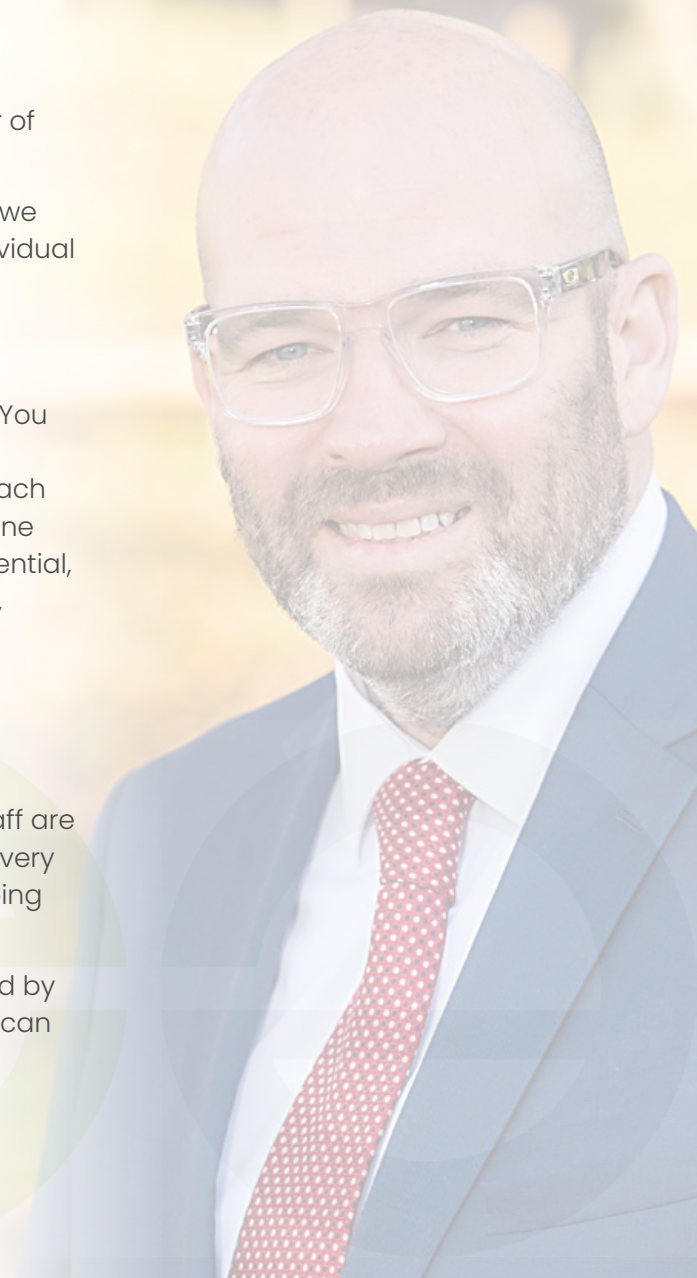
This role offers the opportunity to work closely with Richard Bowman, whose strong leadership, vision and commitment to excellence make him an exceptional Headteacher to work alongside. Together, you will play a crucial role in ensuring the school continues to thrive and deliver the very best for its pupils and community.

Byfleet Primary School is a friendly, caring and truly inspiring place to work. It is a school where children and staff are supported to reach their full potential and where a culture of ambition, kindness and collaboration is evident every day. Visitors often comment on the positive atmosphere, strong relationships and shared commitment to helping every child succeed.

We warmly welcome your application and look forward to sharing more about the role with you. We are excited by the possibility of supporting your professional growth and helping you thrive as part of our team. Together, we can continue to make a positive difference to the lives of the children, families and communities we serve.

Warmest regards,

David Harris
Chief Executive Officer



Trust Vision & Values



Vision:

Inspire belonging through respectful collaboration, empowering all to achieve excellence.

Mission:

Nurturing possibilities, growing stronger together

BELONG

- The value of belonging fosters a positive climate, that enhances emotional wellbeing and promotes academic success.
- If children and staff feel like they belong they will engage effectively and develop a strong sense of happiness and fulfilment.
- If staff feel a sense of belonging they know they can rely upon everyone in the Trust to support, care and respect them. This leads to them being the best version of themselves.
- Our schools are inclusive environments where all pupils feel like they belong regardless of their ability, background or interests.

RESPECT

- The value of respect is about treating each other with kindness, empathy and fairness. Respect in our schools is crucial to enable all staff and children to feel connected and it links intrinsically to the value of belonging.
- We teach our pupils to respect each other and we model this as professionals in our day to day life.
- Respect is at the core of our positive and supportive learning community.

EMPOWER

- The value of empower enables us to equip our pupils and staff with the knowledge, skills and confidence to take control of their learning and make positive choices in their lives.
- We empower our staff in three key ways; enrich them with opportunities for professional growth, fostering a supportive working environment and recognising and valuing their contributions.
- As a Trust we recognise the importance of open communication and know that this enables our staff and communities to excel.

Definition of excellence:

Excellence is not just a destination but a continuous journey fuelled by a clear sense of belonging, a commitment to improvement, and a focus on empowering confident, resilient, and curious young individuals.

It hinges on understanding our fundamental role in teaching and learning, directing our efforts towards every child, staff member, and family, with respect and equity as its guiding principle, recognising the inherent worth of every child as we strive for ongoing excellence.

EEEA Pledge to our families:

We are dedicated to:

- safeguarding, nurturing, and cherishing your children, fostering belonging;
- delivering outstanding teaching across all subjects while relentlessly pursuing excellence;
- prioritising high standards in English and Mathematics within a diverse and engaging curriculum;
- valuing and respecting your children's creativity, individuality, and voices, supporting their self-belief and confidence as they grow;
- and empowering them to confidently embrace their next educational and life endeavours as they transition from primary education

Trust Geography



We are a Trust of eight primary schools, serving over 2,500 pupils and employing more than 300 dedicated staff. We are proud to shape vibrant, inclusive learning communities. From opening The Cambridge Primary School, growing that school and its community from day one, to preparing the launch of two new, purpose-built schools (Stanhope Primary and Hounscome Fields Primary), we are passionate about creating schools that sit at the heart of the communities they serve. Helping to build these from the ground up is both exciting and rewarding.



Byfleet
Primary School



Cambridge
Primary School



Hounscome Fields
Primary School



Maybury
Primary School



Ravenscote
Junior School



South Camberley
School



Stanhope
Primary School



Westfield
Primary School





CHIEF EXECUTIVE
OFFICER
David Harris

As the CEO of Engage Enrich Excel Academies, I am immensely proud of our dedicated staff and the vibrant communities we serve. Through a supportive culture and continuous staff development, we empower everyone to thrive and contribute to their communities, fostering happy and well-rounded individuals. I work with the board to build a primary trust built on trust, support and corporate responsibility. I am a National Leader of Education (NLE) with over 20 years' experience in senior leadership in different settings. I completed the NPQH and the Professional Qualification for Schools Inspectors and I have been a Headteacher in two different settings, having taken a school from special measures to good with outstanding features. I work with school leaders to empower them to drive and embed positive change. I am passionate about education and passionate about improving the hopes and dreams of every child, employee and family connected with EEEA.



CHIEF FINANCE &
OPERATING OFFICER
Ali Larcombe-Fish

Welcome to the family at EEEA! In my role as CFOO of the Trust I work with Trustees, School Leaders, Business Managers and their teams. At EEEA the people matter. My leadership approach is grounded by respect, creating a sense of belonging, and empowering teams to unlock future potential for every pupil. In terms of experience, I'm a collaborative operational leader with 12 years of foundational experience in business process consulting, followed by a career dedicated to supporting school communities since 2011. I combine executive-level leadership in MATs of secondary schools and standalone sixth forms with a deep, personal experience of working in primary schools, where I have guided others first-hand through the practical and emotional realities of academisation. Experienced across multiple Trusts in education management from clerking to the executive board, I focus on delivering robust financial, HR, IT, and administrative frameworks that support staff, ease workloads, and ensure a stable environment where both teams and pupils succeed.



TRUST FINANCE
MANAGER
Petra Young

I have over 30 years of experience in finance across a variety of sectors. Since January 2026, I have been working as Finance Manager at EEEA, where I am part of the Central Team responsible for overseeing the Trust's overall financial position. Although I am still learning, I have greatly enjoyed the role so far, particularly getting to know and working with the SBMs. I also enjoy having a Trust-wide perspective and understanding how the finances come together across all schools. My previous experience includes working as Finance Manager for a telecommunications company, with full responsibility for its finances, Finance Analyst within a Multi-Academy Trust, producing management accounts as part of the central finance team and Finance Manager for several golf clubs, overseeing their accounts and preparing management reports.



TRUST BUSINESS
MANAGER
Megha Rajani

I am a highly skilled business manager with over 10 years of experience working in leadership roles in maintained, independent and MAT schools. I enjoy working for a growing Trust as it provides opportunities for professional growth. I feel valued, as collaboration is at the heart of everything we do. I'll be supporting you when you first join as a School Business Manager, as part of our 6-month induction programme. I oversee Hounsme Fields Primary School as well as provide cover at Maybury and Byfleet.



CLERK TO TRUST BOARD
AND COMMITTEES
Kate Woodhouse

As Clerk to the Trust Board, I ensure the governance set-up at EEEA operates smoothly, working with all Local Academy Committees and the various Committees of the Trust Board. Having been a primary school Headteacher, I am able to support Heads and their Business Managers in preparing for and setting up the 6 annual governance meetings.

Business Managers



AREA BUSINESS MANAGER,
(ALDERSHOT)

Kerri-Ann Andrews

I work as Area Business Manager at The Cambridge Primary School & Stanhope Primary School. I enjoy being a part of the EEEA team and collaborating on all aspects of the Business Manager role. The central team and other SBMs are always just a call or email away. Shared resources and support make day-to-day tasks simpler, and the best bit is that we all do whatever we can to ensure success in the role at ALL our academy schools.

- Business Manager at a Dance School, managing all aspects of the business operations for 10 years, alongside my work here I also completed a Business Management & Leadership degree 2:1
- Division Manager, Product Manager & Account Manager working at an IT Distribution Company for 8 years. I worked my way up from Account Manager to running the networking division, the role included sales, operations, marketing & leadership
- Recruitment Consultant (both permanent and temp placement) for 3 years
- Customer service & sales support at BT for 2 years



SCHOOL BUSINESS MANAGER
WESTFIELD PRIMARY SCHOOL

Cheryl Royle

I have worked as a School Business Manager for over 6 years working across two primary schools and an extended University Technical College. At Westfield, my role is to support the Senior Leadership Team and the Trust to manage the school's budget, contracts, recruitment, HR and to oversee the premises, administration and operations functions.

Prior to working in schools, my husband and I ran a business for 20 years, which worked in the entertainment sector, specialising in providing entertainers for events.

Outside of work I am a mum to 3 wonderful children and enjoy doing a good jigsaw (1000 pieces, I am no slacker!).

One of the best things about working within the Trust, is working as part of the wider Business Manager team. Our regular meetings and sharing of expertise are invaluable in ensuring our individual schools thrive.



SCHOOL BUSINESS MANAGER
SOUTH CAMBERLEY PRIMARY
SCHOOL & NURSERY

Sue Steel

One of the things I particularly value about working in a Trust is being part of a fantastic network of Business Managers. It's a great group of people who are always willing to share ideas, offer practical advice, and provide a sounding board when needed. Whatever the challenge, there's usually someone at the end of the phone who has faced it before and is happy to help.

- Worked in education for 19 years; 12 years as a School Business Manager
- Worked at South Camberley since Oct 2019, which was my first time working within an Academy Trust.



SCHOOL BUSINESS MANAGER
RAVENSCOTE JUNIOR SCHOOL

Zoe Tunney

I particularly value the collaboration between the Business Managers and the willingness to share expertise and support one another in finding solutions.

- School Business Manager for 4 years.
- Finance and HR Assistant in Primary School for 4 years.
- Finance Assistant in a small infant school for 6 years.

Welcome to Byfleet Primary

Byfleet Primary School is a warm, welcoming community where every child is known, valued, and encouraged to thrive – academically, socially, and as a confident young person.

Situated on an expansive site hidden at the end of Kings Head Lane, our small school boasts impressive facilities – including large grounds, a swimming pool, and a generous car park – offering a unique opportunity for an incoming School Business Manager to modernise our staffroom and staff toilets, regenerate our playing facilities, and drive revenue through community lettings, ultimately creating an enriched, well-connected community hub for our pupils

Led by Headteacher Mr Richard Bowman, Byfleet is part of the EEEA Academy Trust, giving our staff access to outstanding collaboration, training, and support, so they can give every child the very best start.

We believe that school works best as a true partnership between staff, parents and carers. Together, we help every child achieve their best – both in the classroom and as a young citizen of our wonderful community.

Our Values

Three simple words sit at the heart of everything we do:

Ready • Respectful • Safe

These values shape our classrooms, our corridors, our playground, and our relationships – ensuring every child feels secure, happy, and ready to learn.

Byfleet Primary welcomes children from Reception through to Year 6 (ages 4–11), with 30 places available in each year group.



“ We are a friendly, nurturing, busy school who put the children at the centre of everything we do. ”

Our Pupils

Our Curriculum: The 3Ps

We've designed a curriculum that's bespoke, exciting, and built to last a lifetime.

At its heart is The 3Ps – every topic is anchored around a key **Person, Place, and Point** in time. Children learn these three “anchors” by heart for every topic as they progress through the school, building a rich store of general knowledge while exploring our local area and the wider world in real depth.

From mapping monarchs and resisting Romans, to climate pioneers and code-breakers at Bletchley Park, our topics are crafted to spark curiosity and stay with children long after they leave us.

Alongside this, English, maths, science and computing are taught with rigour and care, complemented by:

- **Phonics & Reading** – building strong foundations for literacy
- **Spanish** – introducing a love of languages
- **Music** – including whole-school concerts and performances
- **Financial Education** – practical life skills for the future
- **PSHE, Science & Relationships Education**
- **Child Leadership Roles** – giving children a voice and responsibility
- **ELSA & Wellbeing Support** – nurturing emotional wellbeing
- **Thinking Schools Metacognition Project** – teaching children how to think, not just what to think.



Byfleet People: Our Senior Leadership Team



HEADTEACHER
Mr Richard Bowman

My job is about enabling everyone to do the best job they can to ensure our children become the best they can. I believe that everyone deserves a chance no matter where they are starting from or what their background might be, and a school can be a catalyst to help people and children move on to better things and achieve their potential. This is my ethos with regard to the children and staff at the school. I believe in fighting for the underdog, my time in London showed me the impact a school can have on disadvantaged children.

This school's small size creates a strong sense of community, supported by a fantastic team and a shared ambition to realise its tremendous potential. We strive to be the school local families choose and one that is known for championing and advocating for every child. A strong SBM is essential in ensuring compliance, safety and effective systems, enabling teachers and LSAs to focus on delivering the very best provision and outcomes for children with confidence and consistency.



ASSISTANT HEAD
Miss R Partridge

I support the Headteacher in ensuring every child feels included, valued and able to achieve their very best each day. I work closely with teachers, children and parents to create an environment where everyone feels heard, respected and celebrated. Since September 2022, I have been a Year 6 class teacher and have served as PE Lead, Writing Lead and mentor for Early Career Teachers, CTs, SCITT students and PGCE trainees. I enjoy seeing both staff and pupils grow in confidence and succeed. A one-form entry school creates a close-knit community that reaches every aspect of school life. I love getting to know every child and family personally and being part of a supportive, collaborative team. I want our school to be recognised for its strong reputation and positive experiences.



INCLUSION LEAD
Mrs K Hurford

As Inclusion Lead, my role is to ensure that all children in school have access to a curriculum and provision that matches their needs, succeed and thrive. I work closely with staff to implement reasonable adjustments and collaborate with external professionals to continually improve outcomes for children. I have been a SENCo and Inclusion Lead since 2008 and have previously worked as an Assistant Headteacher, class teacher and subject leader for English, Music and Science. I am passionate about supporting children with additional needs and working alongside families and colleagues to make a positive difference. The small successes are often the most rewarding, and I take great pride in seeing children recognise and celebrate their achievements. I particularly enjoy Byfleet's family feel, supportive community, caring staff and the opportunity to build strong relationships with children and their families.

Byfleet People: Our Business Admin & Premises Team

As School Business Manager, you will provide strategic leadership and management of key school functions including Finance, HR, Premises and Administration, developing and managing your team.

HEADTEACHER
Mr Richard Bowman

SCHOOL BUSINESS
MANAGER

PA TO HEAD
TEACHER & OFFICE
ADMINISTRATOR
Mrs B Scott

OFFICE
ADMINISTRATOR
Miss P Leung

FINANCE OFFICER
Miss S Sahraoui
w.e.f 1 Sept 26

CARETAKER
Mr J Hagen



School Business Manager

JOB DESCRIPTION

POST:	School Business Manager, Byfleet Primary School
HOURS OF DUTY:	32.5 hours per week (Mon to Fri hrs 9:00 – 16:00) for 41 weeks a year. (38-week term-time, plus 3 weeks in the school holidays.)
SCALE:	SP9 £41,585 – £ 45,135 gross FTE (£33,953 – £37,518 gross pro-rata), dependent on qualifications, experience and service. Please note that these salary figures are subject to revision for the 2026–27 academic year.
LINE MANAGEMENT/ RESPONSIBLE TO:	The Chief Finance & Operating Officer, Engage Enrich Excel Academies.
ACCOUNTABLE TO:	The Headteacher, Byfleet Primary School.
PLACE OF WORK:	Your normal place of work is Byfleet Primary School, or such other place within a 10-mile radius. Possible travel to other schools or Head Office for collaboration, development and training purposes (e.g. up to one day a week).

Overall Job Purpose

The purpose of this role is to provide strategic leadership and management of key school functions including Finance, HR, Premises and Administration in order to:

- Maximise the financial resources available to the school including generation of income.
- Ensure that the resources available are deployed effectively and efficiently to support the work of the school.

Specific Responsibilities

Leadership & Strategy

- Contribute to strategic planning, decision making and development within the school's senior management/leadership team.
- Plan and manage change in accordance with the school development/strategic plan and trust development plan.
- Attend senior management/leadership team, appropriate Local Advisor Committee meetings and School Business Manager meetings.
- Understand the culture and climate of the school, the trust's overall objectives and where appropriate the wider education environment and contribute to leadership discussions with this in mind.



School Business Manager

JOB DESCRIPTION CONTINUED



Finance

- To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
- Responsibility for school financial modelling and planning in line with agreed school development plans.
- Ensure financial policies and practices (including all aspects of financial planning and management, income generation, audit and control) are regularly reviewed to make best use of the school's financial resources.
- Ensure a long-term financial plan for the school is prepared and maintained in line with trust targets, school improvement priorities, staffing requirements and projections of pupil numbers.
- Advise the senior leadership team, governors and central team on the development of a business plan and budget, including the long-term financial strategy.
- Ensure that systems and procedures provided by the Central Trust are effectively implemented to ensure clear lines of financial accountability, provide appropriate checks and balances and minimise the risk of fraud/misuse of funds.

Specific tasks will include:

- Administering the budget and accounting system.
- Monitoring, forecasting and controlling income and expenditure for the budget as whole and for individual budget headings.
- Checking and reconciling all staff salaries, liaising with the Central Trust;
- Checking, authorising all invoices.
- Being a budget holder for designated budget headings, relating to school administration.
- Managing all school bank accounts.
- Completing all financial returns, as required by the LAC, Headteacher, and Central Trust.
- Preparing annually with the Headteacher, a three-year budget plan for review by the Governors and approval by Trustees.
- Ensuring that all financial transactions in the school are carried out in accordance with the MAT, DFE and the Academy financial handbook.
- Facilitating internal and external audit procedures as requested by the Central Trust as necessary.



School Business Manager

JOB DESCRIPTION CONTINUED



Resources

- Ensure appropriate administration provision within the school to enable the school to operate efficiently and effectively.
- Review, develop and implement effective methods to improve administrative systems.
- Manage the procurement of external contracts, researching for best value (including photocopiers, telephones and other Academy Service Level Agreements (ASLAs)).
- Monitor all external contracts and ASLAs to ensure effective service delivery.

Specific tasks will include:

- Ensuring that all appropriate inventories are accurately maintained.
- Liaising and negotiating with suppliers.
- Overseeing the management of central resources, such as stationery.
- Liaising with the caretaker regarding lettings.

Revenue Generation

- Identify additional finance required to fund the school's proposed activities and seek new methods of income generation.
- Actively promote the marketing of the school and its resources to maximise income generation by securing external funding including sponsorship and lettings income.
- Research and recommend other opportunities which are appropriate for the school, taking account of risks and views of stakeholders.
- Monitor the effectiveness and implementation of funding agreements.



School Business Manager

JOB DESCRIPTION CONTINUED

Personnel and HR

- Provide advice to the Headteacher and LAC in relation to workforce planning having regard to the school's and trust's strategic objectives.
- Identify and advise on the skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Specific tasks will include:

- Oversight of and responsibility for safer recruitment.
- Responsible for the recruitment process – placing adverts, obtaining confidential references, undertaking DBS and online checks, candidate liaison, etc
- Responsible for the maintenance of all personnel records and issuing all staff contracts.
- Liaising in school with the Headteacher, staff, and with Central Trust regarding all personnel issues, such as contracts of employment and conditions of service.
- Responsibility for all staff salary assessments on behalf of the Headteacher
- Oversee the completion of all personnel returns, as required by the Headteacher and Central Trust.
- Ensuring all HR procedures are in line with Central Trust.
- Co-ordinating and managing the probationary procedures and induction for new support staff.
- To be the first point of contact for all staff at the school on pay and contract related issues, liaising with Central Trust as necessary.
- To ensure that all staff are paid on the correct scale and spine point and to provide appropriate information on pay to staff, and the Headteacher.
- To ensure that accurate personnel records, including sickness and other absences, are maintained, and recorded on the payroll return.
- To ensure all payroll returns are executed in a timely manner and checked before Headteacher sign off by Central Trust cut off deadlines.
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- To be responsible for the professional development of administration, premises carrying out performance management, identifying training and development needs and implementing an appropriate training programme.
- To be responsible for and oversee the maintenance of the single central record.



School Business Manager

JOB DESCRIPTION CONTINUED



Premises

- Responsibility for the overview of school premises maintenance and development programmes, contractors, tendering and school lettings.
- Liaising with the Caretaker on the operation aspects of projects and Contractors. The Caretaker will be the key liaison between building contractors and the school
- Through oversight of the caretaker the safe maintenance and security operation of all school premises.
- Ensure all such ancillary services are monitored and managed effectively.
- Ensure the continuing availability of all necessary utilities, site services and equipment.
- Monitor and review contractual obligations for outsourced school services.
- Ensure the school health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.

Specific tasks will include:

- Line management of the Caretaker, and office team on a day-to-day operational basis.
- Ensuring the effective allocation of work of the caretaker regarding the maintenance of the buildings, grounds, fabric and furnishings of the school.
- Monitoring and overseeing the quality of work by contractors', caretaker and reporting to the Headteacher and Local Academy Committee (LAC) as appropriate.
- Oversight of site security and report to the Headteacher.



School Business Manager

JOB DESCRIPTION CONTINUED



Health & Safety

- Responsibility for the implementation and monitoring of the School Health & Safety Policy including critical incidents and fire safety.
- Responsibility for the caretaker in ensuring that appropriate Health and Safety checks and records are up to date.
- Ensuring regular internal and external Health & Safety checks and ensuring compliance with all relevant external Health & Safety standards and requirements.
- Reporting regularly to the Headteacher and LAC.
- Ensuring the maximum level of security consistent with the ethos of the school and safeguarding.
- Updating the business plan and critical incident plan at least annually and whenever there is a change in personnel.
- Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT.
- Ensuring a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.

Miscellaneous

- Line managing and undertaking the Performance Reviews of the School Office Team and Caretaker.
- Leading on the review and update of all relevant policies for the LAC.
- Undertaking any other duties requested by the Chief Finance & Operating Officer, commensurate with the specific responsibilities of the post.



School Business Manager

PERSON SPECIFICATION



Key: • Application (App) • References (Ref) • Selection Process (SP) – this includes a range of activities including a panel interview

PERSONAL QUALITIES	Essential or Desirable	How Identified
Warm and friendly personality, with a sense of humour	Essential	Ref/SP
Organised and with ability to use initiative	Essential	App/Ref/SP
Adaptable and flexible	Essential	App/Ref/SP
Hardworking and committed, with a “can do attitude”	Essential	Ref/SP
Willingness to develop professional skills	Desirable	App/Ref
EXPERIENCE		
Experience of working as a School Business Manager or with school administration	Desirable	Ref/SP
Experience of setting budgets and financial monitoring & reporting	Essential	Ref/SP
Good level of IT skills, including experience of email and software applications, such as Word and Excel	Essential	App/SP
Experience of managing a team	Desirable	App
KNOWLEDGE		
An understanding of Health & Safety in the workplace	Desirable	App/Ref
An awareness of legislation impacting on the school (e.g., Employment Rights Act, Safeguarding, Data Protection, Cyber Security)	Desirable	App/Ref/SP
Knowledge of Arbor, Tucasi, Access Education & EduPay	Desirable	App/SP
QUALIFICATIONS		
School Business Management qualification or other qualification relevant to financial or business administration	Desirable	App

School Business Manager

PERSON SPECIFICATION CONTINUED



Key: • Application (App) • References (Ref) • Selection Process (SP) – this includes a range of activities including a panel interview

SKILLS	Essential or Desirable	How Identified
Able to work under pressure and make sound decisions	Essential	App/Ref/SP
Able to multitask and adhere to tight deadlines	Essential	App/Ref/SP
Able to work autonomously and as part of a team	Essential	App/Ref
Able to maintain confidentiality	Essential	App/Ref
Able to plan and prioritise a wide range of regular and irregular tasks with specific deadlines	Essential	App/Ref/SP
An ability to analyse problems and implement solutions	Essential	App/SP
Strategic and creative thinker	Desirable	App/SP
Strong attention to detail and ability to work to deadlines	Essential	App/Ref
LEADERSHIP		
Support the Headteacher and governors in strategic budget process	Essential	Ref/SP
Collaboration across organisational boundaries to bring about business improvements	Desirable	Ref/SP
Delegate tasks and monitor practice	Essential	App/Ref/SP



School Visits

We strongly advise you to visit the school to see our community in action and meet Headteacher Richard Bowman.

To arrange your visit, please contact Academicis. Alternative one-hour visit slots can be offered to suit your availability.

- Monday 13th July 2026, 10-11am
- Tuesday 14th July 2026, 9-11am
- Tuesday 8th September 2026, 9-11am
- Friday 11th September 2026, 1-3pm
- Tuesday 15th September 2026, 9-11am
- Friday 18th September 2026, 1-3pm

How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion, please contact Neil Massie at Academicis, our recruitment partner, on nmassie@academicis.co.uk or by phone on 07818 875514 / 01223 907979.

Closing date

Monday 21st September 2026, 9am

Shortlisting

Monday 21st September 2026

Interviews

Please ensure you are available for this date
Monday 28th September 2026

We reserve the right to interview and appoint earlier than these advertised dates, should an appropriate application be received.



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Camberley,
Hampshire,
GU15 2QB



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West Byfleet,
Surrey
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