



Therfield School

Excellence Leadership Opportunity



Business Manager Candidate Pack

www.therfield.surrey.sch.uk



Dear Candidate,

Thank you for your interest in the position of Business Manager at Therfield School. This is a key strategic role at the heart of our continued development and success as an inclusive, comprehensive school serving over 1000 students.

We are seeking an exceptional professional with the vision, expertise and interpersonal skills to lead our finance, HR and support services with confidence and clarity. The Business Manager is our lead support-staff professional and a vital member of the Leadership Team, working to ensure that the school's resources are used effectively to deliver the very best for our students.

This role offers the opportunity to make a significant impact across the whole school community. From overseeing financial planning and compliance, to ensuring efficient HR processes and high-quality operational systems, the successful candidate will play a crucial part in enabling our staff to thrive and our students to flourish. As part of the SESSET, you will also benefit from collaboration with experienced colleagues across our partner schools.

Professional growth is important to us. We offer a strong programme of internal and external CPD, and new colleagues are supported through a well-respected induction programme and line-management structure. At Therfield, you will be joining a friendly, dedicated team in a school with a clear purpose and a strong sense of community.

If you feel you can bring your expertise, drive and commitment to our thriving school, we warmly encourage you to submit an application.

If you have any further questions or would like to arrange a visit prior to applying, please contact Kirsten Rolfe on krolfe@therfield.surrey.sch.uk. All visits will need to take place before the end of the term which is 27th March 2026. Interviews will take place week commencing 20th April 2026.

James Malley
Headteacher



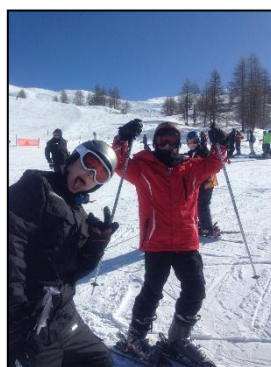
Information about the school

Therfield School is an 11-18 mixed comprehensive school situated in Leatherhead. The school currently has nearly 1100 students on roll and has been growing quickly in the last few years. Our sixth form is also growing and our students have a strong track record of securing places at Oxbridge and Russell Group Universities.

We are ambitious for our students. That includes securing excellent academic outcomes, but also involves delivering on the commitment of our motto, "Excellence, Leadership, Opportunity". To us, that means we have a duty to ensure that students leave us fully equipped to make a significant contribution to society and the wider world around them. That means our extracurricular opportunities are vital to our students' development.



As well as running a variety of academic, sports, music and drama clubs, we are a lead participator in the Duke of Edinburgh Award Scheme. We also believe passionately in offering excellent residential trips including visits to Washington DC and New York, Iceland and a ski trip to Italy - just some of the opportunities available to our students and staff.



There is a strong sense of collegiality amongst staff and a team ethos that new colleagues really appreciate and, we believe, is unrivalled in most schools. The continuing professional development programme is strong and this is showcased through a hugely successful "TeachMeet" each year, where colleagues across Surrey come together to share the very best pedagogical ideas and techniques. The welfare of our staff, and the demands of their workload, are very important to us and there is a strong sense of collegiality within our friendly staff team.

We are part of a small multi academy trust (The South East Surrey Schools Education Trust) with two other Surrey secondary schools. This gives us strong opportunities for partnership work building on our inclusive values. We also benefit from close links with our feeder schools and other partner schools locally. We are committed to improving staff wellbeing and are signed up to the Education Staff Wellbeing Charter. We have a modern and fully equipped gym that is available for staff to use.



Therfield School

Our most recent Ofsted inspection took place in May 2024 and we were very proud to receive the feedback below:-

- Pupils benefit from a well-planned and ambitious curriculum.
- The school has high expectations.
- Staff take care to revisit and extend pupils' understanding of key content.
- This results in confident pupils, who remember previous learning well and are ready for the challenge of new learning.
- The school is caring and nurturing.
- Staff build positive, warm and respectful relationships with pupils. This helps pupils to feel happy and safe.
- Pupils behave well in and out of lessons and are kind to and respectful of each other.
- They enjoy school and trust teachers to prepare them well for the next steps in their future.
- The wide offer of visits, clubs, and close links to experts across the local and business communities provides a 'window on the world'.
- Pupils also relish the range of leadership opportunities, including student council and pupils voice projects.
- They are proud of their work and organise their written work coherently, including those in the sixth form.
- The school prioritises reading for all pupils.
- The school checks pupils' reading progress routinely and ensures everyone reads to develop their fluency and confidence.
- Pupils' generally attend well, and attendance is continuing to improve. The school works to understand the reasons for pupils' absence and works well with individual families to address these.
- Pupils behave well in lessons supported by the school's clear routines and high expectations.
- The school is calm and orderly.
- Relationships are positive and based on mutual respect between pupils and staff.
- The wider curriculum promotes pupils' personal development well. The personal, social, health and economic curriculum is used to carefully prepare pupils for their future lives. They learn how to recognise healthy relationships and how to stay safe, both in the community and online.
- The school uses clubs, trips and visitors to broaden pupils' horizons.
- Careers education is well developed.
- Thoughtful events such as work experience and support for individuals ensures that pupils are well informed about future choices.
- The school works positively with staff and parents.
- One parent reflected the views of many when they commented, 'they put pupils' well-being and academic achievement at the forefront of everything that they do.'



Therfield School

Job Profile: Business Manager

Therfield School Vision and Aims

Therfield's Vision and Aims are at the centre of all that we do. We aim to achieve:

The Best for All - Excellence, Leadership, Opportunity

At Therfield we aim for our young people to:

Strive for Excellence

Gain the best qualifications they have the potential to achieve

- Develop enquiring and independent minds that will equip them for lifelong learning
- Develop the self-worth, self-discipline and respect for others that will make a positive impact on their community and their lives

Become Leaders

- Develop the skills that will enable them to support one another to achieve extraordinary things
- Know the difference between right and wrong, to take responsibility for their actions and to stand up for what they believe in

Seize Opportunity

- Learn from experience to develop the adaptive skills and flexibility of mind to play a successful part in a changing global environment
- Celebrate achievement in its many forms
- Embrace learning and life as an adventure, and have the confidence to take advantage of the opportunities available to them now and in the future

Purpose

The Business Manager is the school's leading support staff professional and works as part of the Leadership Team to assist the Headteacher in his duty to ensure the school meets its educational aims. To be responsible for the strategic leadership, management and development of efficient financial, personnel and support services for the school.

Salary

SESSET 11	FTE £ 53,744 - £61,117
Hours	36 hours per week over 52 weeks per year – negotiable for the right candidate

Responsible to

The Headteacher

Responsible for

Finance Team, Admin Team & HR, Premises Manager

As part of South East Surrey Schools Educational Trust (SESSET) there is collaboration across and between Business Managers, the Finance and HR and Estates Teams and Headteachers to help maximise the use of resources and support across the schools.

Key Accountabilities

- To be responsible for the strategic financial planning of the school, ensuring the school uses its resources effectively and efficiently at all times.



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- To be responsible for personnel management, administration aspects of financial management, facilities management, training and development of admin support staff and matters within the management of the school which are supportive to, but do not directly involve teaching and learning.
- Participate as a member of the Leadership Team, attending meetings as needed, with LT responsibilities as required to support delivery of the SDP. Leading the team in the areas of finance and HR.
- To provide leadership and guidance for support staff, including direct line management responsibility where appropriate.
- To generate and co-ordinate new income streams which are supportive of the ethos of the school

Finance & Business

- To be responsible for the effective management of financial administration procedures, including responsibility for compliance and financial regulations.
- Evaluate information and consult with Headteacher and Governors to prepare a realistic and balanced budget.
- To advise the Headteacher on investment and financial policy, preparing appraisals for future projects and for the development of a long-term financial strategy for the future development of the school.
- In conjunction with the Lettings Manager maximise the use of the accommodation both by school and outside agencies in order to generate income.
- To ensure all contracts are maintained to the highest quality and provide the school with value for money.
- As appropriate negotiate, manage and monitor contracts, tenders and agreements for the provision of support services
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the LT accordingly.
- Monitor and control income and expenditure in relation to the school's budget.
- To assist in the preparation of all financial returns for the DFE, EFA and other central and local government agencies within statutory deadlines.
- Remain up to date with regard to financial regulations and arrangements and advise the Headteacher and Finance & Facilities committee of all relevant changes.
- Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers.
- Advising the Governing Body's Finance and Facilities Committee
- Line management of the Finance & HR team

Human Resources Management

- To be responsible for general personnel matters ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and undertake return to work interviews with support staff as appropriate.
- To give advice to the Headteacher, and when necessary, the Governors on assessment of salaries, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.
- To maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
- To be responsible for all staff contracts and coordinate the administration for recruitment ensuring effective and highly professional processes at all times.
- To provide leadership and guidance for administrative and finance staff, including direct line management responsibility where appropriate.
- All safeguarding procedures are in place and adhered to generally, particularly in relation to the Single Central Register and recruitment.
- Ensuring all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken
- Ensure the workforce census is completed
- Ensure effective performance management for support staff
- To be responsible for payroll for all school staff



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Support Services

- To act as line manager to the Premises Manager who in turn is responsible for the maintenance of the school site and buildings, and the efficient operation of all facilities on the property. (See job description for Premises Manager)
- To work with the ICT manager to ensure effective management of the school's systems and administrative, financial and curriculum network.
- Managing health and safety, to include effective risk management and disaster planning. Sustainable and environmentally conscious management of school resources.
- To act as line manager to Lettings Manager who in turn is responsible for the booking systems and general management of the school's lettings. (See individual job descriptions).
- To act as line manager to the PA/Office Manager who in turn is responsible for the systems and general management of the administrative function of the school. (See job description for PA/Office Manager)
- Support continuous improvement for school administration. Working to improve efficiency and effectiveness in all aspects of school administration.

General

This Job Description sets out the duties of the post at the time it was drawn up. The Headteacher may vary duties from time to time without changing their general character or the level of responsibility entailed.

Personal Specification: Business Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Evidence of further or higher education • Relevant management, business and/or finance qualification or experience • Willingness to take further training 	<ul style="list-style-type: none"> • Recognised management/business/financial degree or equivalent related professional qualification. • School Business Manager specific qualification.
Experience	Experience of managing or transferable skills in: <ul style="list-style-type: none"> • Several key operational areas • Managing and motivating staff • Strategic financial plans • Budgets, financial reporting, procurement and fixed assets • Change and innovation • Human Resources & payroll 	<ul style="list-style-type: none"> • Experience and/or knowledge of schools or education finance, HR and other aspects of education administration.
Knowledge and skills	Able to: <ul style="list-style-type: none"> • Deliver services and systems applicable for effective school management • Deliver value for money initiatives • Understand national and regional educational services • Strategically influence decision making within the school • Make appropriate use of IT 	Ability to: <ul style="list-style-type: none"> • Detailed knowledge of PSF & Arbor • Understand promotion of positive relationships within the wider school community • Demonstrate entrepreneurial skills • Show evidence of successful income generation
Personal qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills including influencing skills. • Willingness to constructively challenge the work of self and 	



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	<p>others to continually improve own and team performance.</p> <ul style="list-style-type: none">• Flexible, resilient and positive.• Capable of achieving targets under pressure and against deadlines.• High expectations of self and others – self – motivated	
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Therfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and an enhanced DBS disclosure. It is committed to equal opportunities and welcomes applications from all sections of the community.



Therfield School

Our Benefits



Continued Professional Development

A comprehensive programme of CPD is available to all staff starting with a broad induction program for all new staff.

Our ECTs and SCITTs take part in a planned programme of training

We host an annual TeachMeet developing and sharing practice from across Surrey.



Career progression

We are committed to support the career development of all colleagues with programmes in place for aspiring middle and senior leaders.

We have a long standing record of career progression for colleagues



Financial

We offer competitive salaries at all levels, and fall within the London Fringe category. All staff have access to the Teacher's Pension or Local Government pension Scheme.



Community

We are proud to have a supportive and friendly staff group who will always go the extra mile for each other.

We have a fortnightly 'good practice' staff draw to celebrate achievements and build positive relationships.

As a member of the RFU we are allocated tickets for the 6 nations and other major competitions, which are available for staff to purchase via a ballot.

We run a two week timetable with school finishing at 2.30pm every other Friday.



Family First

We are a supportive family centred school and adopt a policy where 'no one misses their child's nativity'

We have a comprehensive special leave policy which gives staff the opportunity to enjoy a successful work life balance



Location

Our school is within easy access to the M25 and bus and rail links. Leatherhead station, which is a 10 minute walk, is on the main lines from London Waterloo, Victoria, Guildford and Dorking.



Staff Welfare

We purchase a confidential Employee Assistance programme that is available to all staff 365 days a year and includes a team of trained wellbeing and counselling practitioners.

New staff have buddies assigned to be able to help them transition into the school and feel comfortable in the new surroundings.

We have a modern and fully equipped gym that is available for staff to use.



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 enquiries@therfield.surrey.sch.uk

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