

# Business Manager

## Contract

Permanent, full year

## Hours

Full time

## Salary

L11 £66,368 – L15 £73,105  
depending on qualifications and  
experience.

The Business Manager will be at the forefront of developing people and culture with the Headteacher.

As a member of the Senior Leadership Team, you will provide strategic leadership alongside the Headteacher and Deputy Headteachers as we grow and develop The Brian Clarke Academy as an established and full school.

You will work closely with our central Cranmer Education Trust colleagues as you manage a big estates project, and closely with the Headteacher to implement the inclusion strategy which sits alongside the capital build aspect of our growth.

## Job Purpose

Strategic senior leader providing direction, people leadership and development, promoting and enabling the school improvement plan with the Headteacher.

With oversight of whole-school business leadership, the business manager enables strategic planning and smooth operations at school level and is the strategic matrix link to Cranmer Education Trust central team.

Acting as a servant and steward of public resources, the post holder will act within the principles of public life. The position requires networking and collaborating with key leaders, devising and monitoring action plans aligned with overall Brian Clarke CE Academy and Cranmer Education Trust priorities, and maintaining ongoing professional development and training.

## Reporting to Headteacher

## Responsible for

- Whole school strategic oversight and leadership – shaping people strategy with the Headteacher
- All school support staff and business functions



**“Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!”**

- Mr Ahmed, Head of Years  
9 and 10

## Key responsibilities

1. Member of the senior leadership team, working closely with the Headteacher.
2. Strategic overview of all business operations, including budget forecasting and planning.
3. Development of the Inclusion Strategy and the Resourced Provision with the Headteacher, including a new capital build and the delivery of a trust-wide strategy for resourcing inclusive provision.
4. Estate development oversight.
5. People leadership: Ensuring the People Strategy is embedded, all staff having an appraisal and opportunities for development. Supporting HR processes and embedding organisational culture, leading support service leads team meetings. Oversight of HR process and practice within the school.
6. Ensures the Trust and School's values, vision mission and ethos are effectively communicated and lived by influencing teams and people.
7. Oversees the operation of the business of Brian Clarke CE Academy to ensure that all support service functions, structures, and working practices are effective, aligned and compliant.
8. Oversees "The Hub" model, including Brian Clarke CE Academy support staff providing hub support to local primary schools within the CET (including ICT, HR, premises)
9. Influences and enables change.
10. Maintains a visible and professional high profile around school.
11. Demonstrates ethical leadership through personal characteristics and virtues

The Business Manager will line manage:

- The Operations and Finance Manager who has day to day responsibilities for ICT, site team, catering, cleaning and premises.
- The HR Officer who, working within a Cranmer Education Trust framework, supports HR administration for Brian Clarke CE Academy as well as supporting CET primary schools.
- Other roles, including matrix management, as directed by the Headteacher.



**“Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!”**

- Mrs Carey, Library  
Manager and Worship  
Co-ordinator

## Specific Remit Areas

1. Workforce planning and school people leadership
2. Leading School Support Services
3. Estates strategy with trust Operations Director – including the implementation of an Inclusion Strategy with Headteacher (Resourced Provision)
4. Overseeing “The Hub” model – (Brian Clarke CE Academy support to hub primary schools)
5. Human Resources and People Strategy
6. Budget planning and forecasting
7. Compliance
8. Data, MIS, information management
9. Policies
10. Recruitment and Marketing
11. Network with Trust central business framework
12. IT
13. Finance
14. Operations

## General duties

- Proactively promote and comply with safeguarding / child protection in all areas of responsibility
- Understand the importance of inclusion, equality and diversity and promote equal opportunities for all
- Uphold and promote the values and ethos of the Trust
- Implement and uphold all policies, procedures, and codes of practice of the Trust
- Support the Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others, reporting any hazards and actively contributing to the security of the school
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required
- Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required
- Undertake any other additional duties commensurate with the grade of the post



**“As a member of the founding team, I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress your career.”**

- Ms Dickinson, Director of English

The job description is current at the date shown, but, in consultation with the post-holder, it may be changed by the headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).**



## Business Manager

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification – Business Manager	Essential or Desirable	How identified Application (A) Interview (I)
<b>Educational Qualifications</b>		
Experience at a senior level within school business leadership	E	A/I
Specific business discipline experience/qualification (management, finance, HR, administration)	E	A/I
Professional qualification at graduate level	D	A/I
School Business Management qualification(s) CSBM, DSBM, ADSBM	D	A/I
<b>Educational Qualifications</b>		
Successful experience of people leadership and management within an organisation	E	A/I
Experience working at middle or senior level within an organisation with a business focus, with evidence of impact and improvement	E	A/I
Experience of leading change initiatives and project management	E	A/I
Experience and proficiency in using the most up to date common IT applications e.g. Microsoft packages and tablet/applications developed for support of customer engagement	E	A/I
Experience of managing non-specialist areas, monitoring and managing work and carrying out quality assurance, with the ability to challenge and have oversight of skilled team leaders	E	A/I
Ability to identify key or underlying issues in complex situations, making recommendations as required	E	A/I
<b>Professional Skills, Abilities and Qualities</b>		
High level leadership skills with the ability to inspire people and champion organisational culture bringing organisational values and behaviours to life through driving and setting clear expectations and standards and being a role model	E	A/I
Enable multi-disciplinary teams to work together, bringing together people, systems and processes	E	A/I
Ambitious and committed to a purposeful career, helping to transform the life chances of children	E	A/I
Strong communication skills, written and verbal and high level of proficiency in use of IT (e.g. Office Suite)	E	A/I
Strategic awareness and the ability to plan for support operations for various possibilities	E	A/I
Ability to coach, develop and engage team leaders developing positive relationships	E	A/I
Person centred and visible clear leadership to dedicated and skilled team leaders	E	A/I
Open and honest, being skilled and able to deliver difficult messages when required	E	A/I
Strategic thinker helping to inform and operationalise school improvement priorities	E	A/I
Flexible and agile approach	E	A/I
Personal and professional resilience, with the ability to work at pace	E	A/I
<b>Work circumstances</b>		
This is a senior post within the school. The post-holder is required to achieve their own work-life balance but work such additional hours as are necessary for the performance of their duties	E	A/I
<b>Values</b>		
Commitment to the mission, vision, values and ethos of the school and the Trust	E	A/I
Lead the way as an exemplar of ethical leadership	E	A/I

**Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

# How to apply

We only accept applications via our online portal,  
[www.tinyurl.com/brian-clarke-jobs](http://www.tinyurl.com/brian-clarke-jobs)

Applications must be received by  
**11am on Monday 16 March 2026**

Interviews for this post will take place from week commencing  
**Monday 23 March 2026**

If you have any questions or queries, or would just like to chat  
about the role, please get in touch via e-mail on [hr@brian-clarke.org](mailto:hr@brian-clarke.org)

**We look forward to hearing from you!**

