

South Molton Community College - A Thriving Secondary School in North Devon



School Business Manager

Are you an experienced and motivated professional looking for a rewarding leadership role in a supportive and forward-thinking environment? South Molton Community College is seeking a talented School Business Manager to join our dedicated team during an exciting phase of school improvement.

As the only secondary school serving the vibrant town of South Molton and its surrounding areas, we are proud to be at the heart of our community. Our progressive school is committed to delivering an exceptional educational experience, grounded in research-informed practice and a strong culture of collaboration. We are situated just 30 minutes from the M5 corridor and benefit from a stunning new building set in extensive grounds, including an impressive astroturf facility that supports both our curriculum and community sport.

This is a unique opportunity to work alongside a dynamic leadership team and play a key strategic role in shaping the future of our school. If you are passionate about making a difference and want to be part of a school that values innovation, teamwork and community, we would love to hear from you.

Key Responsibilities:

Finance

- Preparation and monitoring of the annual budget and three-year financial forecasts.
- Manage payroll, banking, procurement, investments and statutory financial returns.
- Ensure financial compliance, reporting and use of public funds represent value for money.
- Manage school lettings, grants, income generation and fundraising activities.

Human Resources

- Oversee recruitment, performance appraisals of designated staff, contracts, payroll and DBS checks.
- Oversee Single Central Record and ensure HR practices meet legal and school policies.
- Line manage designated administrative, support and site staff including appraisals and training needs.
- Lead workforce planning aligned with school improvement goals.
- Oversee the school wide application of all relevant policies as directed by the Principal including managing sickness absence.

Administration and ICT

- Manage the administrative function, including records, MIS systems (e.g., Bromcom) and data security.
- Act as system administrator for financial and administrative software.
- Oversee IT infrastructure, hardware/software support and staff ICT training.
- Ensure streamlined data collection and reporting for DfE and stakeholders, including the school census.

Facilities and Property Management

- Ensure safe, secure and well-maintained school premises including contracts oversight (cleaning, catering).
- Monitor utilities and site services, manage health and safety, fire drills, and risk assessments.
- Act as the school's Health & Safety Coordinator and Fire Officer.
- Advise senior leaders on insurances and manage associated schemes.

Strategic Leadership and Governance

- Contribute to strategic planning and attend leadership and governor meetings where appropriate.
- Provide financial and operational advice to SLT and governors.
- Lead innovations including ICT, staff wellbeing and parental engagement strategies.
- Lead school public relations and marketing, including promotional events, material and school website.
- Represent the school in dealings with the LA, media, suppliers and community partners where appropriate.



Requirements:

| Attribute | Essential | Desirable | Method of Assessment |
|----------------------|---|--|-------------------------------------|
| Management | Line management of a number of employees | Line management in diverse roles | Application Form / Interview |
| Experience | Budget planning and projection experience | Experience in education sector | Application Form / Interview |
| Practical Skills | Good organisation and prioritisation, budget coordination, ICT skills | Year-end financial processing | Application Form / Interview / Test |
| Communication | Excellent written and verbal communication; fluent English | Preparing reports/presentations for varied audiences | Application Form / Interview |
| Personal Qualities | Confidentiality, resilience, diplomacy, tact | Positive, proactive attitude | Interview / References |
| Strategic Thinking | Strategic thinker and planner, problem-solving skills | Contributing to long-term planning | Application Form / Interview |
| Technology / IT | ICT proficiency, spreadsheet expertise | Use of Bromcom or similar systems | Application Form / Interview / Test |
| Education & Training | Management/business degree or equivalent | SBM-specific qualification (CSBM/DSBM/NASBM) | Application Form / Certificates |
| Equal Opportunities | Commitment to equality and anti-discrimination | Knowledge of equality legislation | Interview |
| Physical | Able to perform duties with reasonable adjustments | Good stamina for busy environment | Occupational Health (OH1) |
| Other Factors | Commitment to customer service standards | Customer satisfaction awareness | Application Form / Interview |

Closing date – Thursday 22nd May 2025 at 9am

Shortlisting Friday – Thursday 22nd May 2025 at 9am

Interviews week commencing 2nd June 2025

Applications should be submitted with the completed Devon County Council application form to recruitment@smcc.devon.sch.uk

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and Enhanced DBS Clearance.

In accordance with KCSiE, Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. Further details are available from the LGA guidance note. If you would like to discuss this further, please contact the school