



Job Advert

Stanborough Secondary School requires a School Business Manager

Hours: Negotiable

Salary range: Competitive

Required as soon as possible

Stanborough School is seeking to appoint a qualified, inspirational and enthusiastic School Business Manager to start as soon as possible. Working as part of a team of talented and highly motivated teachers, the School Business Manager will be responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

We are committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Christians are particularly welcome. The Equal Opportunities Policy is available on our website.

Key duties:

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic and represents an effective use of funds
- Submit the budget to the governing board, monitor the budget all year round, advising the headteacher where revisions are needed
- Manage the school's payroll provision with the payroll provider
- Advice on HR issues within school and liaise with the external HR provider
- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal regulatory and ethical requirements.

Closing date: 23rd January 2026

Contact pokelo@stanboroughpark.herts.sch.uk for more details

We are committed to safeguarding and promoting the welfare of children and appointments will be subject to rigorous safeguarding checks including enhanced DBS and references. The postholder must share our commitment to safeguarding and promoting the welfare of children. Candidates who have been successfully shortlisted will be asked to complete a self-declaration to confirm any (non-protected) criminal disclosures or information that would make them unsuitable to work with children.