

School Business Manager Vacancy

Haymerle Special School (Primary)

Salary: Hay Grade 10 (scp31-38)

Contract: Full Time (36 hours per week, 52 weeks per year) **Term:** Permanent

Required: 23rd February 2026

Haymerle Special School is seeking an exceptional School Business Manager (SBM) to join our Team. This is an exciting opportunity to contribute to shaping the future of our school at a time of change and development.

We are seeking a highly skilled and experienced School Business Manager to work alongside the Senior Leadership Team (SLT). This is a strategic, non-teaching leadership position, working closely with the Headteacher and other SLT members to shape the future direction of the school. The SBM will lead on finance, HR, premises, and operational strategy, ensuring the school runs efficiently and sustainably. You will ensure that resources are managed efficiently, ethically, and sustainably — enabling the very best outcomes for our children.

The successful candidate will demonstrate commitment, drive, flexibility, vision and ambition to support the school in its future development and this is a perfect opportunity to develop your career if you have the necessary drive and passion.

The successful candidate will

- Ensure resources, systems and learning environments directly support pupil achievement, safety and wellbeing.
- Lead, develop and inspire support staff, ensuring wellbeing and professional growth are prioritised.
- Provide strong financial and operational leadership, delivering value for money, sustainability and innovation.
- Strengthen parental, governor and community partnerships, maximising opportunities and raising the profile of the school.

We are looking to appoint someone who has

- a relevant professional qualification or degree level academic achievement;
- proven experience in financial, facilities and resource management, ideally in an education setting.
- excellent problem-solving and leadership skills, is highly organized and is good at prioritizing
- experience of Human Resources management and excellent people skills
- significant experience of School Finance, Payroll and MIS systems
- excellent understanding of safeguarding and inclusion

In return we can offer:

- A friendly and supportive working environment
- A commitment to opportunities for your professional development

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to undergo an enhanced DBS check. The post holder will be expected to carry out all duties in the context of and in compliance with the schools Equal Opportunities Policies.

You can access the application pack and Southwark application form on this site. Please contact the School Office should you experience any difficulty accessing the documents or download the forms on www.haymerle.southwark.sch.uk

Closing date for applications: 12:00 noon 19th November 2025

Interviews will be held on: Week commencing 8th December 2025

Post Start: March 2026

Appointments will be made subject to satisfactory references.

We very much welcome visits to the school by prospective candidates. Please call the office on **0207 639 6080** if you wish to arrange a visit.