



WOLVERHAMPTON
GRAMMAR SCHOOL

SCHOOL BUSINESS MANAGER (FIXED-TERM CONTRACT)

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.



Are you a driven professional with a passion for operational excellence in a thriving school?

Wolverhampton Grammar School is seeking a dynamic and forward-thinking School Business Manager to join our leadership team. This is a unique opportunity for someone with a proven track record in managing operational functions and maximising revenue potential to make a real impact.

This exciting opportunity will allow the successful candidate to play a key role in supporting the Head with a strong focus on maximising revenue streams and delivering operational efficiency.

Full details and an application pack can be downloaded from www.wgs.org.uk, or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: recruitment@wgs-sch.net.



CLOSING DATE FOR APPLICATIONS: MONDAY 27th JANUARY 2025, 4PM

INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 3RD FEBRUARY 2025



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a “good, moral education” for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region. We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors’ Company where our founder was twice elected Master.

Over 500 years later, Jenyns’ school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School’s rich history. The large school hall, affectionately known as “Big School” by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged “Excellent” in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



77%
Grade 9-6 (A*-B equivalent) awarded at GCSE



Outstanding Educational Partnerships

70%
A* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

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For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: recruitment@wgs-sch.net

JOB DESCRIPTION: SCHOOL BUSINESS MANAGER

Contract/Hours of Work:

2/3 days a week, 6 months fixed term, temporary contract.

Pay:

Competitive dependent on experience and skillset.

Line Manager:

Head.

We withhold the right to withdraw this role at any point before the closing date if a suitable candidate is found.

Key responsibilities

- **Financial Management:** Oversee the school's budget preparation, financial planning, and detailed monitoring. Provide regular financial reports and strategic advice to the Head to ensure sound financial management.
- **Operational Strategy:** Identify and capitalise on new opportunities to generate additional revenue by maximising lettings potential.
- **Support to the Head:** Provide strategic support and advice as required, to the Head on all operational matters, including budgeting, resource allocation, and long-term planning.
- **Facilities Management:** Take a hands-on approach to managing the school facilities team. With the support of the Estates Manager ensure they are efficiently utilised to their full potential. Oversee the planning and management of building usage, working closely with external stakeholders.
- **Personnel Management:** Oversee recruitment, performance management, and HR-related matters for both teaching and support staff. Ensure accurate records are maintained and oversee staff development initiatives.
- **Resource Management:** Lead a diverse team of office support staff including IT, Finance and Facilities. Ensure that resources are allocated efficiently, and that staff are motivated and well-supported.
- **Health & Safety Compliance:** Ensure the school's operations comply with all necessary regulations, overseeing risk management and Health & Safety protocols to create a safe and functional environment for both students and staff.
- **Inventory & Asset Management:** Oversee the school's assets, including maintaining an up-to-date inventory and ensuring the efficient use of resources.

Who we are looking for

- Proven experience in a similar leadership, business management or operations role, with a track record of implementing strategies. Preferably in a school environment but not essential.
- A relevant professional qualification in finance or school business management (e.g. CSBM, DSBM, or equivalent) is essential.
- Expertise in financial management, including budget planning, and a deep understanding of educational finance regulations.
- Strong leadership and people management skills, with the ability to inspire and lead teams to achieve objectives.
- A proactive, solution-oriented mindset, with the ability to identify opportunities for improvement and implement changes effectively.
- Excellent organisational and multitasking skills, with an ability to manage multiple priorities.
- Excellent interpersonal and strong communication skills, with the ability to build relationships with staff, students, parents, and external stakeholders.
- Safeguarding the welfare of children and young people within the school, in line with all statutory guidelines.

School Policies and Procedures:

- To adhere to all school policies and procedures, especially those relating to Students, Health and Safety, Equality of Opportunity and Human Resources, and the Financial Regulations and Procedures

You may also be required to undertake such other comparable duties as the Head requires from time to time.

PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER

Person Specification			
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.			
	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	A qualification in finance or school business management (e.g. CSBM, DSBM, or equivalent) is essential. Good degree level.	Diploma in Charity Accounting (DChA). School Business Manager qualification (DSBM or equivalent). Health and Safety Accreditation (NEBOSH, IOSH). HR qualification (CIPD).	Production of the Applicant's certificates. Discussion at interview. Independent verification of qualifications.
Experience	Successful senior management experience, to include strategic planning, administration, financial management and project control. Proven budgetary expertise and financial acumen. Experience of property and facilities management and/or site development. Experience of managing outsourced ancillary services e.g. catering contracts. Experience in working within a regulated environment. Experience in managing a diverse team.	Experience of working at a senior level within a school or other educational environment. Experience in HR management. Experience in managing health and safety. Experience in complying with data protection legislation.	Contents of the application form. Interview. Professional references.
Skills	Exceptional leadership skills and the ability to motivate, inspire and challenge. Excellent communication skills (written, oral and presentational). Proven ability to work strategically and to seek and implement creative solutions. Strong skills in financial analysis and risk management. Highly effective organisational skills. Strong interpersonal skills and experience of building productive and collaborative working relationships with a diverse range of colleagues.		Contents of the application form. Interview. Professional references.

PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER

	<p>Ability to lead and manage projects from inception to completion.</p> <p>Ability to use evidence to make decisions and prioritise actions.</p> <p>Proficient in using management information systems and Microsoft office.</p>		
Knowledge	<p>A good understanding of Company and Charity Law.</p> <p>Good knowledge of employment law and best practice.</p> <p>Good knowledge of Health and Safety legislation.</p> <p>Basic background knowledge of IT infrastructure and software.</p>	<p>Good knowledge of data protection legislation.</p> <p>Good knowledge of Independent School Statutory Regulations.</p> <p>Good knowledge of premises related legislation.</p> <p>Use of educational MIS e.g. SIMS, iSams, PASS.</p>	<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>
Personal competencies and qualities	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Resilience in working under pressure in order to meet deadlines.</p> <p>A positive and enthusiastic outlook with the energy, drive and determination to succeed.</p> <p>Support of and commitment to the School's vision and ethos.</p> <p>A proven ability to think strategically and creatively and to be able to prioritise competing demands.</p> <p>Ability to self manage and work independently.</p> <p>Confident, motivated and ambitious.</p> <p>Ability to make difficult decisions and communicate these.</p> <p>A willingness to give generously of their time to support the students, school events and activities.</p> <p>A sense of humour!</p>		<p>Contents of the application form.</p> <p>Interview.</p> <p>Professional references.</p>



WOLVERHAMPTON
GRAMMAR SCHOOL

Teaching at our award-winning School will benefit you.

There are many benefits to teaching at Wolverhampton Grammar School. We put the wellbeing of our staff and students at the heart of everything we do

Why WGS?

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. It is a selective and co-educational independent school for pupils aged 4-18 years, that enjoys an **outstanding reputation**.

This is **your opportunity** to join a **thriving, multicultural community** that exists to provide an outstanding education, 'transforming lives as well as minds'.

View our current vacancies online at www.wgs.org.uk/vacancies or contact Carrie Clines, PA to the Finance Director & HR Assistant. Telephone: **01902 421326** or email: recruitment@wgs-sch.net.

Wolverhampton Grammar School,
Compton Road, Wolverhampton, WV3 9RB

www.wgs.org.uk



- 16 weeks' holiday per year
- Fee remission
- Generous flexible pension
- Death in Service @ 3x salary
- Generous absence policy
- Income Protection after 39 weeks' absence
- Salary sacrifice schemes:
 - Cycle to work scheme
 - Electric vehicle leasing scheme (Tusker)
- Lifestyle discounts
- Technology scheme
- Employee Assistance Programme run by Health Assured
- Flu vaccination vouchers
- Free onsite parking
- Free lunch in term time
- 20% PPA (timetable reduction)