



Bishop Fox's

Information for applicants

SCHOOL BUSINESS MANAGER

September 2025

Tel: 01823 289211

Email: hr@bishopfoxs.co.uk

www.bishopfoxs.co.uk



High Standards & High Expectations

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Dear candidate

Thank you for taking the time to consider our school for your next career move. Within this pack you will hopefully find many reasons for you to submit your application to work at Bishop Fox's School.

As the Headteacher, I hold a strong belief that the power of education can change children's lives and it is the right of every child to receive an excellent education. All staff in the school are dedicated to building opportunities for students to achieve the highest academic standards, ensuring that they are known as individuals and that their unique personality, talents and interests are nurtured and developed to the full. A Bishop Fox's education is about developing the whole child and providing opportunities for them to flourish within and beyond the classroom.

The school was built 30 years ago, housed in a beautiful location in the South of Taunton. The school's history stretches over 500 years as Bishop Fox's was originally founded in 1522. Student numbers are at an all-time high of over 1100 and we are planning to expand to 1200 over the next 3 years. There are four secondary schools in Taunton, and in this competitive environment, we are extremely pleased to be oversubscribed in all year groups.

We have high standards and high expectations in everything that we do. Students achieve well, working in an encouraging learning environment with quality teaching and support from our child-centred staff. We are committed to safeguarding and doing the very best for every one of our students on roll.

We are looking for someone who, either, is already or has the potential to become an outstanding member of our Senior Leadership Team. In particular, you will see from the Person Specification that we are seeking a colleague who shares our ethos about education and will enhance our learning community.

Our 5-year strategic priorities include key elements of our school Businesses Managers role. To optimise our staffing, resources and infrastructure, whilst maintaining financial stability and managing risk, building towards a greater and more feasible future. As a single academy trust, we are keen to deepen our collaboration with external partners to further enhance and improve our school. We are also keen on reducing the environmental impact of our school, as we actively seek more sustainable solutions and recognise our role as global citizens.

So, if you want and enjoy a challenge, are able to make a difference and care passionately about young people and a thriving school community, then we will welcome your application.

This application pack can only give a small glimpse into the school. You can also visit our website here and also follow us on social media (Facebook: Bishop Fox's School, Twitter: @BishopFoxs, Instagram: Bishopfoxstaunton) You are also welcome to visit us, so please contact us if you are able to visit us ahead of submitting your application. Our staff and students would love to be able to give you an idea of what being part of the Bishop Fox's community is like.

Please submit your application form together with a letter (no more than two sides of A4) detailing your skills, qualities and relevant experience for this post. Applications should be returned to the school HR office or emailed to hr@bishopfoxs.co.uk. If you haven't received an acknowledgement within 48 hours, we recommend calling 01823 255011 to check your application has been received.

We look forward to hearing from you soon.

Yours sincerely

K. Tonkin —

KERRY TONKIN
HEADTEACHER



For more information about the School, please
visit our website: www.bishopfoxs.co.uk

THE BUSINESS MANAGER

The Business Manager plays a pivotal role in overseeing the financial, operational and administrative functions of the school. Working closely with Headteacher and other members of Senior Leadership Team, the Business Manager ensures the smooth running of day-to-day operations and contributions to the long-term strategic goals of the school.

Our greatest asset is our staff. We have 70 teachers and 100 members of support staff working at Bishop Fox's School. The Business Manager manages a large and diverse team, including administrative, catering and site staff. The successful candidate will be responsible for ensuring a positive and productive working environment for both staff and students, while maintaining high standards of efficiency, compliance, and financial accountability.

The School Business Manager has oversight for the maintenance of the school buildings, grounds and facilities to maintain the best possible site and working environment for us all. We are very fortunate not only with our award-winning school site, but also the extensive 30 acres of grounds, including a range of sporting facilities. In 2020 we secured funding to expand on our original school with the building of a new theatre, teaching block, science labs, dining facilities as well as an improved outside spaces for our students to enjoy. In 2024-25 we were successful with a CIF bid to complete phase I of a roof replacement; we have also fitted PV panels on the roof of our new buildings to generate green energy and to reduce our energy costs.



PERSON SPECIFICATION
School Business Manager

AREA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications, Experience and Training	<ul style="list-style-type: none"> • Knowledge of financial management. • Managing budgets, financial reporting and procurement. • Working effectively with internal and external partners. • Experience of H&S • Good levels of English Language and Maths. 	<ul style="list-style-type: none"> • Relevant recognised professional qualification in finance, accounting or business administration. • Achieved School Business Manager qualification e.g. DSBM / CSBM. • Project management. • Working in a strategic role in public or educational sector. • Leadership and management experience in a school, or relevant field outside education. • Involvement in school self-evaluation and improvement planning. 	<ul style="list-style-type: none"> • Application Form • References
Skills	<ul style="list-style-type: none"> • Track record of managing people. Effective interpersonal skills. • Ability to represent school on behalf of Head Teacher. • Ability to prioritise, plan and implement appropriately. • Ability to build positive relationships with a wide range of people. • Ability to deal with people in a professional, assertive and diplomatic manner. • Effective communicator and presenter - verbal and written. • Excellent attention to detail. 		<ul style="list-style-type: none"> • Application Form • References
Knowledge and Understanding	<ul style="list-style-type: none"> • Financial management and accounting procedures. • Information management systems. • Resource management and procurement with regard to Best Value principles and Benchmarking tools. • An awareness and understanding of safeguarding responsibilities and implications. • School financial management and accounting. • Understanding of Schools Financial Value Standard (SFVS). • Personnel procedures and employment legislation. • HR policies/codes of practice/legislation. • H&S policies/codes of practice/legislation. 	<ul style="list-style-type: none"> • Knowledge of local authority and committee processes. • Understanding of using SIMS. • Premises maintenance. 	<ul style="list-style-type: none"> • Letter • Interview • References
Personal Qualities	<ul style="list-style-type: none"> • An outstanding team player. • Calm and patient under pressure. • Self-aware, perceptive and committed to maintaining confidentiality at all times. • Hard working, energetic and enthusiastic. • Adaptable, flexible and well organised. • Willing to learn. • Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda. • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. • Commitment to safeguarding and equality. • Commitment to further their own professional development and that of others in the team. 	<ul style="list-style-type: none"> • Commitment to further their own professional development and that of others in the team. 	<ul style="list-style-type: none"> • Interview • References



JOB DESCRIPTION

JOB TITLE: School Business Manager (SBM) – Member of the Senior Leadership Team

DEPARTMENT / FACULTY: SLT

REPORTS TO: Headteacher

SALARY: Leadership Range 10 – 14 £62,202 - £68,586

WORKING HOURS: Full time 37 hours per week, 33 days annual leave

WORKING WEEKS: All Year Round

MAIN PURPOSE OF JOB

To ensure the safeguarding of students and make a significant contribution to their efforts to both 'enjoy and achieve'.

The SBM holds a key post of senior responsibility within the school, reporting directly to the Headteacher. The SBM is responsible for ensuring all financial and non-teaching aspects of the school run efficiently and effectively.

The SBM is a member of the Senior Leadership Team (SLT) and is expected to contribute significantly in achieving our vision and the school's long-term strategic plan. School improvement is the key to school effectiveness, to raise standards and unlock potential. Our strategic priorities ensure accountability, drive strategic thinking and ensure effective deployment of resources to secure positive outcomes. Collectively, this provides a clear vision and a shared understanding that is visible across Bishop Fox's School every day. Children and young people are at the heart of every decision and action.

KEY TASKS AND RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Prepare and monitor the annual budget and oversee budgeting alongside the Finance Officer
- Ensure the school's budget is balanced, value for money achieved and explain any variances
- Produce monthly financial statements to inform the Headteacher and Trustees
- Forecast future years' budgets, to ensure financial stability
- Find, secure and implement appropriate methods of income generation that can be used to acquire extra funds for the school. Monitor regularly and review annually
- Work with the Headteacher and SLT and the Board of Trustees to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures
- Keep up-to-date with the latest changes to financial policy and funding opportunities

- Determine long-term strategic plans effectively, taking into consideration the key areas for improvement
- Complete financial reports and ensure that these are submitted in a timely manner
- Organise financial inspections by internal and external auditors, taking action on any recommendations
- As link SLT, agree the agenda of meetings with the chair of the Finance, Audit and Risk committee, attend meetings and provide financial information as necessary
- Produce, maintain and review a risk register and take action to address any high-risk situations
- Monitor service level agreements and contracts to ensure effectiveness of delivery and good value for money, negotiating favourable terms where possible
- Have overall responsibility for the receipt, safekeeping and banking of all monies received by the school
- Maintain an asset register for medium to long term spending
- Use financial management information, especially benchmarking tools to identify areas of relative spend, assess trends and compare spending with similar schools. Advise SLT and the Board of Trustees accordingly
- Responsible for the completion of the 'School resources management self-assessment checklist' (SRMSAC)
- Advise on and manage investments and cashflow
- Be responsible for the procurement processes, related policies within the school

HEALTH AND SAFETY

- Investigate accidents along with the Estates Manager and determine if there has been a health and safety issue that needs addressing
- Ensure the compliance tracker is up-to-date and examinations are undertaken within the required time schedule
- Keep up to date with new legislation to maintain required health and safety standards
- Ensure COSHH regulations are followed and updated
- Oversee fire and lockdown drills, reporting and recommending any changes to procedures
- Maintain, monitor and review a central record of all risk assessments
- Manage health and safety arrangements, in liaison with the Headteacher and Estates Manager, ensuring that these practices meet statutory obligations, they are reflected in the school's Health and Safety Policy to ensure a safe working environment

ADMINISTRATION MANAGEMENT

- Work with the Office Manager to maintain administrative systems, ensuring that maximum efficiency is achieved
- Operational oversight of the school calendar
- Oversee internal communications systems
- Being the School's Educational Visits Coordinator (EVC)
- Act as the GDPR Officer and be responsible for GDPR, data protection and compliance
- Handle sensitive and/or confidential data, in adherence with relevant data protection regulations
- Remain up-to-date with DfE statutory guidance and legislation that impacts the school
- Oversee Marketing and the management of the School's website
- Be responsible for coordinating the School's Open Evening & Annual Awards Evening

HR MANAGEMENT

- To oversee the HR process and support the HR Officer in the processing of the monthly payroll
- Oversee the recruitment and induction process for new staff
- Oversee all HR processes including staff absence management, contract and Trustees compliance with Companies House and GIAS.
- Assist the Headteacher and members of SLT and relevant staff in ensuring that the school meets all statutory obligations
- Support the performance, discipline, grievance and capability procedures of the school
- Be a point of contact for the Headteacher, SLT and Board of Trustees in regard to employment law and associated matters, including updates to policies and procedures

FACILITY AND PROPERTY MANAGEMENT

- Ensure that outsourced services achieve good value for money
- Work with the Estates Manager, to oversee the maintenance of the school's site buildings and the efficient operation of the cleaning and site teams
- Manage the catering provision, ensuring it remains consistently effective
- Ensure that all furnishings and fittings are kept in good repair and meet relevant safety and sustainability standards
- Manage the school's environmental impact, review wastage and consumption, and suggest well-researched methods of improvement to the Board of Trustees
- Promote and manage school lettings, to encourage full use of the school site when out of hours to maximise income
- Assist the Deputy Head and Estates Manager to promote sustainability, implement the Climate Action Plan and install a culture of 'reduce, reuse and recycle'.

LINE MANAGEMENT

The SBM directly line manages the following:

- HR Officer
- Estates Manager
- Office Manager
- Catering Manager
- Finance Officer
- Design and Print Manager

This job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Headteacher.

CONTACTS AND RELATIONSHIPS

Liaises proactively and positively with external agencies and stakeholders, including Trustees, parents, consultants, local schools and colleges, promoting the school in a positive light and secure the best outcomes for the students of the school.