Beacon Hill Academy

Academy Business Manager Vacancy

Location: **Main Site, Erriff Drive, South Ockendon RM15 5AY**

Payscale: **Band F, Point 31 to 36; £49,686.00 to £56,675.00 FTE (inc. SSA)** ***subject to qualifications and experience.***

Start Date: **4th January 2027**

Workings Pattern: **37 hours per week; within school operating hours of 8am to 4pm, Permanent, Full Time, open to discussions around flexible working**

We are seeking an experienced, strategic, forward-thinking, proactive Business Manager to join our outstanding Academy. This is an exciting opportunity for someone with strong business management, finance, estate, or a leadership background who are keen to bring their expertise to a busy educational environment, who will work closely with the Principal and Leadership Team.

To apply please visit www.mynewterm.com

- To provide strategic leadership for the school's business functions, including budgeting and finance, estates, human resources, health and safety, compliance and administration. To line-manage staff with key responsibilities across these areas and ensure that business services support the school's strategic priorities.

- To lead, review and develop the school's financial procedures, administrative systems and business processes, working with the Leadership Group and Governors. Ensure that statutory, regulatory, safeguarding and health and safety requirements relating to people, property and school operations are met.

- To lead strategic resource planning, including income generation, to secure value for money, financial sustainability and efficient, streamlined working practices.

- To develop and present long-term financial plans and options to the Principal and Governors, assessing risks and opportunities to maintain sustainability as funding arrangements change. Contribute to strategic planning for the school's future development and growth.

- To shape and implement business management strategy; anticipate risks, identify issues and develop practical solutions. Keep up to date with legislation, guidance and good practice, advising the Principal, Governors and staff and making recommendations that inform organisational decisions. Lead business improvement initiatives and promote innovative, effective use of resources.

- To lead estates planning and develop long-term plans for the site and buildings, including maintenance, development, suitability and future growth. Oversee estate compliance, monitor building condition and ensure that planned maintenance and improvement priorities are identified and progressed.

- To line-manage the Administration team, including the Site Manager and Network Manager, setting expectations and monitoring performance.

- Play a central, proactive and creative role within the Leadership Team, contributing to whole-school strategy and decision-making.

- Liaise with the relevant members of the ESFA and oversee the preparation of the academy's accounts in partnership with the Finance Manager.

- Review and redesign business processes and working practices to improve service quality, consistency, efficiency and accountability across the school.

- Identify opportunities for innovation, service improvement and better use of resources; lead implementation of agreed changes and evaluate their impact.

- Represent the school in relevant discussions with external organisations and agencies, building effective relationships and influencing outcomes in the Academy's best interests.

Key Responsibilities

- Lead and advise the Leadership Group on finance, human resources, estates, health and safety, compliance and business operations.

- Attend relevant governing body and finance committee meetings and support the preparation of papers. Oversee clear monthly financial reports and costed forecasts for governors, highlighting risks, variances and options for decision-making.

- Exercise delegated authority for financial and premises decisions, in consultation with the Principal and within the school's scheme of delegation and financial regulations.

- To deputise for the Principal as required in relevant fields of expertise

Why work with us?

At our Academy, we recognise that our staff are our greatest asset. We are committed to creating a supportive and positive working environment where employees are encouraged to develop professionally and achieve their full potential.

We offer:

- **Flexible working requests considered** to help support a healthy work-life balance.
- A **supportive and collaborative team environment** where your contribution is valued.
- Access to **Continuing Professional Development (CPD)** and training opportunities to help you grow your skills and knowledge.
- The opportunity to make a meaningful contribution to the education and outcomes of young people.

About You

The successful candidate will have/hold:

- Relevant professional qualification in business management, finance, accountancy, HR or related discipline, or equivalent demonstrable experience.
- Evidence of ongoing professional development relevant to business management, finance, estates, or leadership.
- Relevant training or qualification in health and safety, premises management, or financial management.
- Strong IT skills, including the ability to use financial management, HR, and management information systems effectively.
- Strong leadership and people management skills, with the ability to motivate, support and develop staff.
- Strong understanding of financial management, budgetary control, financial regulations, audit requirements, and internal financial controls.
- Analytical – interrogate information and identify trends and risks.
- Knowledge of relevant legislation, statutory guidance and regulatory requirements affecting school operations.
- Committed to safeguarding and promoting the welfare of children and young people and understanding the importance of maintaining a safe school environment.
- A high level of integrity, professionalism, discretion, and commitment to confidentiality.
- A collaborative team player who can build positive working relationships with staff, Governors, families, and external partners.

If you are looking for a challenging role and a long-term career within a rewarding educational setting, we would love to hear from you. Candidates are welcome to visit the Academy for a tour.

Closing date: Midnight, Wednesday 25th November 2026

Interviews: Wednesday 2nd December 2026

(References will be requested prior to interview.)
The Board of Trustees are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share the commitment. Appointments will be subject to the receipt of satisfactory references and an enhanced DBS with a barred list check, including an online search, and where necessary, an overseas check (Certificate of Good Conduct). This post is being recruited under the Safer Recruiting framework, ensuring that the safety and wellbeing of pupils come first and is in accordance with KCSiE.

Please take care to complete the application in full as incomplete applications will not be considered. **We reserve the right to close the vacancy early so recommend that you submit your application at your earliest convenience**. Please ensure that you refer to the full job description and person specification when completing the application form and demonstrate how your experience, skills, and competencies make you suitable for this position. Regrettably, due to limited resources and the considerable number of applications often received, only shortlisted candidates will be notified of the outcome of their application. Please note that we are unable to accept unsolicited contact by recruitment agencies.

Contact Toni Cole, HR Manager 01708 852 006, email: hr@beaconhill.thurrock.sch.uk