



BUSINESS MANAGER RECRUITMENT PACK



KING EDWARD VI
SCHOOL LICHFIELD

WELCOME

Thank you for showing an interest in applying for the Business Manager role at King Edward VI School in Lichfield.

King Edward VI is a thriving, successful, highly respected and over-subscribed school. We are proud of our traditions and are also proud of the forward-looking and innovative approach that the school takes.

We are looking forward to working with someone who can continue to build upon the excellence and inclusivity that we promote and support.

Catharine Forster, Headteacher



KEY INFORMATION

Status	Local Authority Maintained
Last Ofsted	October 2022
Ofsted Judgement	Good
Type of School	Community School (Secondary)
Planned Admission Number	Year 7: 250 Year 12: 180
Number of Students on Roll	1627
Percentage of SEND Students	10.5%
Percentage of EAL Students	6.3%
Percentage of Pupil Premium Students	Year 7-11: 17.5% Whole School: 15%
School Website	www.keslichfield.org.uk



ABOUT US

King Edward VI School is a vibrant and inclusive secondary school that is committed to providing an outstanding education and helping all students reach their full potential.

Our Vision and Values

Our values underpin everything we expect from our students and our vision for the school.

- **Aspiration** - We set high standards for ourselves and strive for excellence in all areas of school life, encouraging our students to aim high and believe in their ability to succeed.
- **Belonging** - Every member of our school community is valued, respected, and encouraged to contribute. We aim to foster a sense of belonging where all students can feel supported, valued, and part of a close-knit community.
- **Collaboration** - We believe in the power of teamwork. By working together—students, staff, and families—we can achieve our shared goals and ensure that everyone reaches their potential.

A Supportive and Challenging Environment

In our school we pride ourselves on creating a supportive yet challenging environment for our students. Our experienced and dedicated teaching staff, together with our committed support team, work tirelessly to deliver a rich and diverse curriculum designed to meet the individual needs of all students. We place high expectations on both our students and staff, and we are firm in our belief that success comes through a balanced combination of support, challenge, and hard work.

Celebrating Achievements

We take great pride in the achievements of our students. Whether it's academic success, sporting achievements, artistic creativity, or contributions to the wider community, we celebrate the diverse talents and accomplishments of our young people. It is important to us that every student has the opportunity to shine in their own way and be recognised for their unique contributions.

Being Part of Our Community

At King Edward VI School, we are more than just a school—we are a community. We work closely with parents, carers, and the local community to ensure that our students have every opportunity to grow into well-rounded individuals who are ready to make a positive impact on the world. We believe that through collaboration and mutual respect, we can create an environment where all students can thrive.

Our Commitment to Excellence

Our commitment to excellence is reflected in everything we do, and it is our aim to provide an outstanding education that enables all students to develop a love of lifelong learning. We know that academic success is important, but we also place value on the development of the whole person. We strive to ensure our students leave King Edward VI School not only with excellent qualifications, but also with the confidence, resilience, and skills needed to navigate the world ahead.



OUR VISION AND VALUES



Aspiration

We challenge ourselves to strive for excellence in all aspects of school life.



Belonging

We want all members of our community to feel that they belong and are valued.



Collaboration

We work together to achieve our shared ambitions and support one another in reaching our full potential.



OUR CODE OF CONDUCT



Ready

- Attend school every day, where possible
- Always wear correct and smart uniform
- Be on time to school and all lessons
- Mobile phones must be switched off between 8.50am and 3.15pm and not seen or heard
- Have correct equipment ready



Respect

- Be respectful of our school and the environment
- Be polite & respectful to all members of our school community
- Walk sensibly and keep to the left
- Act safely at all times
- Follow instructions from staff.
- Be tolerant and respectful of different faiths and beliefs



Strive

- Be enthusiastic and engaged
- Show a determination to do your best
- Reflect on your learning
- Learn from mistakes
- Celebrate success

JOB DESCRIPTION

Statement of Purpose

To be a member of the senior leadership team at the School contributing to the strategic direction of the school and taking delegated responsibility for the following:

Statement of Purpose

Under the overall direction of the Headteacher:

- Formulate the aims and objectives of the school.
- Establish the policies and improvement plans through which they will be achieved.
- Manage and lead staff towards that end, including a leading role in staff meetings and staff training.
- Monitor progress towards their achievement.
- Oversee the quality of support staff teams, ensuring they provide a quality learning and teaching environment, and a quality administrative secretarial and financial service both to the leadership team and teaching staff of the school.

Support to Administration

- Promote the smooth and effective functioning of the school administration.
- Manage the administrative and other support functions of the school.
- Prepare and produce records and returns as appropriate.
- Monitor, evaluate, review and develop administrative systems to ensure they continue to meet the needs of the school.
- Oversee the efficiency of all internal and external mail and of communications.
- Ensure that appropriate ICT systems are in place and operating effectively to support efficient administration throughout the school.

- In conjunction with the Examinations Manager:
 - to ensure the effective invigilation of examinations,
 - in making arrangements for external examinations.
- Complete the appropriate documentation for the Public Entertainment Licence.

Support HR Management

- Leading, managing and developing the support staff who provide administrative, technical and teaching assistant support to teaching staff.
- Ensure that all support staff understand their key roles in supporting the primary purpose of the school to raise pupil achievement and to provide quality learning and teaching.
- In consultation with the school professional development co-ordinator (and any LEA support staff training officers), develop a programme of development and training for support staff.
- Create a climate where discussions and observations to share good practice, and to monitor the implementation of policy, are commonplace. Take a personal role in spreading good practice.
- May have line management responsibility for line managers in various sections including facilities management staff, finance and office staff. Line management will include regular meetings, mentoring, co-ordination, monitoring of these colleagues, and will include the requirements of the school's performance management scheme.
- Liaise with heads of department about allocations of tasks and duties to teaching assistants and technicians in accordance with the conditions of service and development needs of support staff.

- Make a major contribution to writing the school development plans, ensuring that support staff are consulted and involved in the development plan process, and that proposals for their development and training are built into the plan.
- Be familiar with support staff conditions of service, and will be responsible for their development.
- Liaise with and advise relevant teaching staff managers who will direct day-to-day work of support staff.
- Liaise with and consult these heads of department as part of the agreed performance review arrangements for support staff.
- Responsibility for recruitment and selection arrangements for all support staff, including induction, working conditions, welfare and supervision.
- Identify and provide access to Staff Development needs and opportunities, including management of the Performance Management System.
- Manage support staff absence, including conducting Return to Work interviews and monitoring absence.

Support Financial Management

- Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.
- Support the Headteacher in bringing greater openness and transparency to financial matters.
- Help the leadership group development planning incorporate genuine financial forward planning, and a distinction between the use of monies for maintenance and for development.
- Carry out appropriate budget modelling, providing costed reports to Headteacher, leadership group and governors' finance committee.

- Oversee the work of the finance and administration staff so that an administrative and financial service is provided for the school. This includes the development and implementation of relevant policies, systems and procedures to ensure tasks are undertaken accordance with appropriate policies, legislation and regulations.
- Oversee the spending of the budget so that funds are spent as governors wish, that there is scrupulous financial probity, and that audit recommendations and the financial requirements of the LEA's delegation of powers are implemented.
- Advise the Headteacher on budgetary issues relating to overall staffing.
- Look for opportunities for the school to bid for funds, contributing to and leading bids as required by the Headteacher.
- Advise on the design and implementation of financial control systems.
- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Produce short- and long-term accommodation maintenance and development plans.
- May have line management responsibility for the school site staff via the facilities manager. They will work to improve the school's "housekeeping" and public image.
- Make recommendations to the Headteacher and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible, and once authorised, oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.

- Write and oversee tendering arrangements on behalf of the governors, where they take delegated responsibility for contracts, liaise with the LEA where it has retained responsibility for contracts under best value arrangements.
- Ensure improved service, value for money, and fitness for purpose.
- Liaise with contractors and maintenance staff.
- Be an expert in the LEA local management scheme and fair funding arrangements regarding buildings and repairs so that the school leadership is clear about the relevant responsibilities of LEA and school.
- Maintain accommodation inventory, including furniture contents, to plan rolling programmes of decoration and maintenance etc and asset management.
- Review the use of curricular teaching spaces and work towards ensuring that the School environment is conducive to teaching and learning within the financial resources available.
- Co-ordinate displays on a rotation basis involving all curriculum areas and entrance halls,
- Deal with matters affecting lettings and site rentals.
- Liaison with County Grounds, County Catering, cleaning contractors and other service providers.

Health, Safety and Security Management

- Act as Health and Safety Co-ordinator
- Review Health and Safety, Security and Fire and Emergency evacuation policies, ensuring all relevant legislation is met
- Ensure appropriate levels of risk/fire control, health and safety and security within the School
- Arrange for appropriate Health and Safety training to take place
- Conduct regular Health and Safety audits, in accordance with LEA requirements
- Co-ordinate First Aid provision

Operations Management

- To be responsible for the day to day operations and routines of the college to ensure smooth functioning and consistency
- To lead arrangements for School functions, e.g. prize evening, consultation day, concerts, end of term arrangements etc
- To draft the college calendar, liaising with relevant senior staff to organise meeting dates
- To act as press officer
- To co-ordinate all arrangements for trips and visits

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

PERSON SPECIFICATION

	ESSENTIAL
EXPERIENCE	<ul style="list-style-type: none"> • Proven Management experience. • Experience of guiding, motivating and developing team members. • Financial acumen. • Management of contracts and/or financial bidding systems.
QUALIFICATIONS / TRAINING	<ul style="list-style-type: none"> • Degree Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline. • Management Qualification desirable.
KNOWLEDGE / SKILLS	<ul style="list-style-type: none"> • Leadership and Management skills. • Excellent numeracy and literacy skills. • Negotiating skills. • Commercial flair. • Excellent interpersonal skills – evidence of ability to establish effective working relationships. • A commitment to own personal development. • Understanding of relevant financial, health and safety, education legislation and its impact on schools.
BEHAVIOURAL ATTRIBUTES	<ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensure own service delivers the diverse needs of its customers and encourage social inclusion. • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. • Helps others to find value for money ways to continuously improve the service. • Anticipates the need for change and proactively introduces systems to ease and support transition. • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. • Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve. • Plans communication effectively and acts as a role model in providing open, honest communication. • Ensures team is focused on the contribution they must make. • Handles sensitive issues constructively to resolve conflict.

	<ul style="list-style-type: none"> • Manages demanding workloads and meet commitments • Ensures the team receives sufficient resources and backing .to deliver against objectives. • Manages performance robustly within an inclusive working environment that values everyone’s contribution, coaches others in developing and maintaining effective relationships and team working. • Overcomes obstacles to achieve team’s objectives. • Takes considered risks using initiative and flexibility to deliver. • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring. • Promotes a culture of trust, where honest and constructive feedback is sought. • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success. • Develops and nurtures networks within and outside the organisation.
NOTES	<p>In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and • Attitudes to use of authority and maintaining discipline.

HOW TO APPLY

Thank you again for your interest in the post. You will find further information on our website www.keslichfield.org.uk.

Please do not hesitate to get in touch with the school if there is any further information which you require to assist you in making an application.

As stated in the advertisement for the post, the closing date for receipt of applications is Monday 23 February 2026. Interviews will take place on 6 March and 13 March 2026 as needed.

Any candidates who have not been contacted within ten days of the closing date should assume that, on this occasion, their application has not been successful.

If you feel that this is the school that you would like to work in then please complete the application form and recruitment monitoring form in full, sign them and send them back to us, preferably by email to office@keslichfield.org.uk. Please include with your application a covering letter, no more than 2 sides of A4, which clearly highlights:

- Why you are particularly interested in this role and areas of senior leadership you would most like to contribute to
- What particular strengths and qualities you feel you could bring to King Edward VI School, Lichfield
- How your values align to our school vision
- Your experience of leadership (and impact of this) that makes you a suitable candidate for this post.





KING EDWARD VI SCHOOL LICHFIELD

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