



THE GRYPHON TRUST

School Business Manager

Application pack



Welcome to THE GRYPHON TRUST

Thank you for your interest in the Business Manager position for The Arnewood School and The Eaglewood School. We look forward to learning more about you, and to sharing with you what makes our schools so special.

The Arnewood School and The Eaglewood School currently make up The Gryphon Trust but we are excited to be in the latter stages of our journey to join Bourne Education Trust, a regional multi-academy trust with schools across Hampshire, Surrey and London.

Located in New Milton, on the edge of the New Forest, The Arnewood School is a highly aspirational secondary school with a Sixth Form provision which fosters a calm, supportive and inclusive environment and harnesses strong, positive relationships among students, staff, and parents. The Eaglewood School is an Alternative Provision for pupils who may struggle to access mainstream education, and aims to nurture curiosity, inspire creativity and foster a love for learning. Whichever school you are in, you will be welcomed by dedicated colleagues who strive for excellence and put children at the centre of everything they do.

As part of Bourne Education Trust (BET), The Arnewood School and The Eaglewood School will benefit from being a member of a successful multi-academy trust with strong partners not only in Hampshire but across the South East of England. BET is committed to transforming schools and changing lives through collaboration, aspiration and social justice. They support their schools with quality leadership, governance and teaching, fostering environments where students and colleagues can truly feel like they belong. By working together, BET schools share best practices and resources, ensuring a well-rounded educational experience for all pupils and professional development opportunities, collaborative networks and career progression pathways for colleagues.

Thank you for considering The Arnewood School and The Eaglewood School for the next step of your career journey. We look forward to receiving your application.



Jamie Anderson

**Interim CEO of The Gryphon Trust &
Headteacher of Arnewood School**



Why choose **GRYPHON TRUST** and **BET?**



✓ **GENEROUS WORKPLACE PENSION**

Local Government **Pension Scheme** for colleagues



✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October



✓ **CPD & RECOGNITION POLICIES**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**

24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**

Free on-site parking is available





Job

ROLE INFORMATION

Job title: School Business Manager

Location: New Milton

Contract: Full time, permanent

Hours: 37 hours per week, 52 weeks per year

Salary: Hampshire Support Scale H (£56,285 – £63,080)

Responsible to: Headteachers of The Arnewood School and The Eaglewood School

ROLE PURPOSE

Responsible for supporting the Headteachers of The Arnewood School and The Eaglewood School. As the leading business management professional within the Senior Leadership Team, the Business Manager assists in ensuring that each school meets its educational and operational aims. Working in close cooperation with the Trust's central finance, capital, IT, and HR executives, they promote the highest standards of business ethos within the operational functions of the schools and ensure the most effective use of resources in support of the schools' learning





MAIN DUTIES AND RESPONSIBILITIES

GENERAL DUTIES LEADERSHIP & STRATEGY :

- Work closely with the Trust's central team and cluster leader to support setting the strategic financial and business direction of the relevant schools
- Negotiate and influence strategic decision making within the schools' senior team
- Attend senior management/leadership team, full governing committee and appropriate governors' sub-committee meetings as necessary

MANAGEMENT/SENIOR LEADERSHIP TEAM:

- In the absence of the Headteacher, and supported by the Trust central team, take delegated responsibility for financial and business decisions
- Plan and manage change in accordance with the schools' development/strategic plans
- In some cases, to lead and manage administration staff in conjunction with the relevant members of the Trust's central team
- Along with other members of the senior leadership teams, ensure that colleagues have a clear understanding of school policies and procedures and the importance of putting them into practice, monitoring the way policies and procedures are actioned and provide support where necessary

FINANCIAL & BUSINESS RESOURCE MANAGEMENT

- Manage the business strategy for each school in conjunction with the Finance Director at BET (once the two schools join)
- Evaluate information and consult with the senior teams and governors to prepare realistic and balanced budgets
- Submit the proposed budgets for approval in-line with the Trust's process and timetable, assisting with the overall financial planning process
- Use the agreed budgets to actively monitor and control performance to achieve value for money





FINANCIAL & BUSINESS RESOURCE MANAGEMENT CONTINUED:

- Identify and inform the Headteacher and Finance Director at BET (once the two schools join) of the causes of significant variances and work with the Finance Director at BET or BET's Head of Finance to take prompt corrective action
- Propose revisions to the budgets if necessary, in response to significant or unforeseen developments
- Work with the Trust central team to benchmark systems and information to assess trends and make appropriate recommendations
- Work with Trust representatives to ensure all statutory legal requirements of the Department for Education, Charity Commission and Companies House are met
- Identify additional finance required to fund each school's proposed activities including the maximisation of income through lettings and other activities
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules; monitoring the effectiveness and implementation of such agreements

HR:

- Oversee the HR Administrator in the management of recruitment through to onboarding
- Ensure that safer recruitment processes are adhered to and that knowledge and understanding regarding these are kept up to date
- Oversee the accurate maintenance of the Single Central Record Authorising letters, contracts and other personnel documents prepared by the HR Administrator
- Monitoring of staff absence, including return to work interview completion, utilising this information to inform absence management strategies within each school in support of the Headteacher
- Oversee the maintenance of staff records on the appropriate systems, including but not limited to the school's management information system
- Monitoring of staff probation reviews to ensure that these are completed in line with Trust policy and procedures
- Utilisation and presentation of staff data reports as necessary





DATA PROTECTION:

- Update the GDPRiS system in the event of a new relationship with a supplier
- Co-ordinate the school's response to any Subject Access Requests, seeking advice and guidance from the BET Data Protection Officer (DPO) where appropriate
- Report any data protection breaches via the GDPRiS system in a timely way, and work collaboratively with the BET DPO, as required, in responding proactively to these

MANAGEMENT INFORMATION SYSTEMS & ICT:

IT is strategically managed by the Trust's IT Director, but the post-holder will work with other senior leaders and the local and Trust central team to:

- Consider approaches for existing use and future plans to introduce or discard technology in the schools
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Communicate and implement the Trust's ICT strategy and relevant policies, including data protection for use of technology across the schools
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

FACILITY MANAGEMENT & HEALTH & SAFETY:

Capital projects using the Trust's School Condition Allocation Grants are managed by the Trust's Estates Director, but the post-holder will:

- Work with the Premises Manager and Trust's capital lead to ensure the construction of centrally commissioned projects are undertaken in-line with contractual obligations
- Liaise with the Trust's capital lead on locally commissioned projects
- Work with the Premises Manager to ensure effective systems are in place to facilitate the safe maintenance and security operation of each school's premises
- Oversee the effective monitoring, measuring and reporting of health and safety issues to the relevant senior leadership team, governors and where appropriate the Health and Safety Executive
- Monitor, assess and review contractual obligations for outsourced school services, ensuring these are managed effectively





Person **SPECIFICATION**

ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- Minimum 2 Years of relevant work experience
- Accounting qualification or equivalent significant experience in financial management
- Proven track record of continuous professional development
- Experience in managing strategic financial plans, budgets, financial reporting and fixed assets
- Ability to demonstrate delivery of service and systems applicable for effective school management
- Ability to demonstrate a secure understanding of national and regional educational services and the delivery of appropriate strategies
- Ability to demonstrate meticulous attention to detail, analytical skills and problem solving
- Evidence of excellent interpersonal skills, and engagement with a range of stakeholders

DESIRABLE SKILLS:

- School Business Manager qualification i.e. Fellow of NASBM, DSBM, CSBM
- Knowledge of school or schools' finance and accounting systems, particularly PS Financials, Arbor, GDPRiS and Edupay





Personal QUALITIES

PERSONAL QUALITIES:

At The Gryphon Trust and BET, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **21st October 2025**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

The Gryphon Trust and BET is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

The Gryphon Trust and BET is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across The Gryphon Trust and BET recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All Gryphon Trust and BET employees must cooperate with us to access proper training and to make sure they understand and follow BET's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete an initial Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [**careers@bourne.education**](mailto:careers@bourne.education)



'School Motto'





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