



Business Manager

Start date: Flexible

Role type: Office

Pay scale: £45,000 - £60,000

Salary pro rata down to part time hours

About the role

Redbourn Park is a school for children with complex SEN needs. Primarily this is autism but a typical child will have a range of other complex and additional needs that impact on their ability to engage, flourish or at times, even attend.

We opened in 2021 with 3 students and now have 20 with a 40+ waiting list. Our aspirations are to grow quickly, helping as many families as we can, but also ensuring we maintain quality and our values as we do.

We have grown quickly, and with a third site on the horizon, we believe this investment into business management and refining of best practice will help us go from strength to strength.

Job description (summary)

Whilst there is some flexibility in the specific duties to be carried out, the key focus of the role can be easily summarised:

To support the financial operations of the organisation: invoices, payroll, budgets, bookkeeping, resource management.

To play a key role in human resources: recruitment coordination, compliance and HR liaison.

Administrative support: working alongside the directorate and senior leadership team, you will play a key supporting role.

Business compliance: ensuring all elements of the business are compliant, checking risk assessments, ISS, health and safety practices and key works.

Person specification

We hope to find someone who is an experienced school business manager.

Management or operational leadership experience is not necessarily needed, as the focus will be on working closely with the CEO and directorate to take on or share the load of current operations and roles.

We have managed to create a small, hard working community at the school who aspire to keep growing and achieve the best outcomes for these children. Staff look after one another and often visitors report the feel of the school as incredibly warm and pleasant, something we are very proud of. Someone joining the team would need to understand the spirit of what we are doing and find ways to set high standards whilst providing the support staff need to succeed.