



Hope High School



01 May 2026

# HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

SCHOOL BUSINESS MANAGER

# DOCUMENT CONTROL

## Information

|                                       |                                  |
|---------------------------------------|----------------------------------|
| <b>Creation date</b>                  | 01/05/2026                       |
| <b>Recruitment Lead for post</b>      | Helen Dunbavin                   |
| <b>Recruitment Lead contact email</b> | dunbavin@hope.lancs.sch.uk       |
| <b>Template version</b>               | Candidate Information pack   SBM |
| <b>Category</b>                       | Recruitment                      |
| <b>Role</b>                           | School Business Manager          |
| <b>Closing Date</b>                   | 08/05/2026 – 9am                 |
| <b>Interview Date</b>                 | TBC                              |
| <b>Start Date</b>                     | 01/09/2026                       |
| <b>Salary Grade</b>                   | Grade 9                          |

## Table of Contents

|   |    |
|---|----|
| Introduction to the role .....            | 4  |
| About the school.....                     | 5  |
| Personal Specification.....               | 6  |
| Job Description .....                     | 8  |
| Key duties.....                           | 8  |
| Hours.....                                | 9  |
| Additional Information .....              | 10 |
| Equal opportunities .....                 | 10 |
| Health and safety.....                    | 10 |
| Safeguarding Commitment.....              | 10 |
| Customer Focus .....                      | 10 |
| Skills Pledge .....                       | 10 |
| Disclosure and Barring Service (DBS)..... | 10 |
| References .....                          | 10 |
| Applying .....                            | 10 |

## Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We have an exciting opportunity for a dynamic and experienced individual to join the leadership team at Hope High School as School Business Manager. The successful candidate will lead and manage the school's business operations, including finance, administration, reporting, and a wide range of support services. Working closely with the Headteacher and senior leaders, they will play a key strategic role in ensuring the effective management of resources and driving continuous improvement across the school.

You will be joining a supportive, talented, and friendly staff team where ideas are shared, staff are listened to, and you will help to shape the future direction of the school. Our pupils deserve the best teachers who can inspire and ensure the best outcomes possible. All staff, including non-education support roles, are expected to play an active role interacting with our pupils, encouraging and inspiring them to become the best they can.

We would welcome applications from suitably experienced School Business Managers who bring a strong track record of effective leadership and operational management within a school environment. Ideally, candidates will have experience working in a Special Educational Needs (SEN) setting, with a clear understanding of the complexities and additional requirements this entails. Experience in examinations management and data management is essential, including overseeing exam processes, ensuring compliance with regulations, and using data systems to support school improvement, reporting, and informed decision-making

For more information about the school please visit our website [www.hope.lancs.sch.uk](http://www.hope.lancs.sch.uk)

Please read the job description and person specification contained within this document carefully.

For more information on the role, informal chat or arrange a visit to look around please contact the recruitment lead for this post, Helen Dunbavin on 01695 721066 or email [dunbavinh@hope.lancs.sch.uk](mailto:dunbavinh@hope.lancs.sch.uk)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975.

If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: [trencherk@hope.lancs.sch.uk](mailto:trencherk@hope.lancs.sch.uk)

Thank you for your interest in the role and we look forward to hearing from you soon.

Helen Dunbavin

Headteacher

## About the school

Hope High School in Skelmersdale is SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In June 2025, the school was inspected by Ofsted and maintained its previous judgement of good in all areas. The school aims to build on this strong outcome and continue its journey of improvement

We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and of course classrooms each having the latest learning technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.

Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin

Handwritten signature of H. Dunbavin.

Headteacher

## Personal Specification

| Post Title   | School Business Manager        |  |
|--|--------------------------------|--|
| Grade  | 9                              |  |
| Personal Attributes required (on the basis of the job description)   | Essential (E) or Desirable (D) | To be identified by: (eg application form (AF), interview (I), reference (R), OBSERVATION (O)) |
| <b>Qualifications</b>  |                                |  |
| <ul style="list-style-type: none"> <li>GCSE or equivalent plus experience of working in a similar role OR specialised skills acquired through significant on the job experience</li> </ul> | E                              | AF   |
| <ul style="list-style-type: none"> <li>Degree or working toward a Diploma of School Business Management (DSBM) or equivalent</li> </ul>  | E                              | AF   |
| <ul style="list-style-type: none"> <li>SEN Experience</li> </ul>   | E                              | AF/I/R   |
| <b>Professional knowledge and experience</b>   |                                |  |
| <ul style="list-style-type: none"> <li>Proven experience in a School Business Manager (or similar senior operational) role</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Strong financial management experience, including budgeting, monitoring and reporting</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Experience of leading and managing administrative and support services within a school</li> </ul>   | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Sound knowledge of compliance, safeguarding, and statutory requirements in an education setting</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Excellent organisational, leadership and communication skills</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Comprehensive Exam Management experience</li> </ul>   | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Advanced SIMS management (complex reports/train users/setup academic year)</li> </ul>   | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Advanced Finance 6 management</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Comprehensive experience of LCC procurement processes</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Line Managing Staff</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Website administration</li> </ul>   | D                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Evidence of current continuous professional development</li> </ul>  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>School Timetable generation</li> </ul>  | D                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Knowledge of estates and facilities management, including health and safety compliance</li> </ul>   | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Understanding of HR processes, including recruitment, performance management and employment legislation</li> </ul>                                  | E                              | AF/I/R   |
| <ul style="list-style-type: none"> <li>Comprehensive knowledge and management of SEN funding streams</li> </ul>  | E                              | AF/I/R   |

|   |                                      |  |
|---|--------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Experience of stakeholder engagement, including working with governors, parents and external agencies</li> <li>• Designated Safeguarding Lead</li> </ul>   | E<br>D                               | AF/I/R<br>AF/I/R   |
| <b>Knowledge/skills/abilities</b> <ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Effective/collaborative team member</li> <li>• Values working in partnership with parents Governors and external stakeholders</li> <li>• Ability to use and develop the skills of support staff</li> <li>• Excellent IT skills – Word/Excel/MS teams/SIMS/Synergy/Server Management</li> </ul>                             | E<br>E<br>E<br>E<br>E                | AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R                               |
| <b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Ability to relate well to children</li> <li>• Ability to work as part of a team</li> <li>• Flexible attitude to work</li> <li>• Excellent communication skills (oral and written)</li> <li>• Sense of humour</li> <li>• Enthusiastic, self-motivated, hardworking and dedicated</li> <li>• Professionalism – high expectations and standards</li> <li>• Excellent attendance record</li> </ul> | E<br>E<br>E<br>E<br>E<br>E<br>E<br>E | AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R<br>AF/I/R |

|   |   |  |
|---|---|--|
| <b>Post Title</b>   | School Business Manager                           |  |
| <b>Grade</b>  | 9   |  |
| <b>Personal Attributes required (on the basis of the job description)</b>                                     | <b>Essential (E)<br/>or<br/>Desirable<br/>(D)</b> | <b>To be identified by:<br/>(eg application form<br/>(AF), interview (I),<br/>reference (R),<br/>OBSERVATION (o)</b> |
| <b>Other</b>  |   |  |
| Commitment to safeguarding and protecting the welfare of children and young people                            | E   | AF/I/R   |
| Commitment to equality and diversity  | E   | AF/I/R   |
| Commitment to health and safety   | E   | AF/I/R   |
| Fully support our vision for the best outcomes for all children   | E   | AF/I/R   |
| Commitment to all aspects of school life, extra-curricular, extended school activities and residential visits | E   | AF/I/R   |
| Commitment to undertake professional development / INSET  | E   | AF/I/R   |

## Job Description

|  |                             |
|--|-----------------------------|
| <b>Post Title</b>  | School Business Manager     |
| <b>Grade/Salary</b>  | 9                           |
| <b>Location</b>  | Hope High School            |
| <b>Responsible to</b>  | Headteacher                 |
| <b>Staff Responsible For:</b>  | Administration / Site Staff |
| <b>Purpose of the role (job statement)</b>   |                             |
| To be responsible for the planning, development, and implementation of financial and administrative services within the school; be a member of the Senior Leadership Team.   |                             |
| <b>Main Activities</b>   |                             |
| Key duties   |                             |
| <ul style="list-style-type: none"> <li>• To be responsible for the business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies</li> <li>• To manage the school's administrative function</li> <li>• To line manage the school support staff</li> <li>• To manage the administration of human resources for teaching and support staff</li> <li>• To develop appropriate policies relevant to school support functions, in line with advice from the local authority</li> <li>• To contribute to the school improvement plan</li> <li>• To develop income generating activities including preparation of and submission of bids for funding to external agencies</li> <li>• To administer the delivery of Extended Services activities for example after school/breakfast clubs</li> <li>• To manage the facilities, including premises, lettings and liaising with external contractors</li> <li>• To be the health and safety manager for the school, under the direction of the Headteacher</li> <li>• To be the Data Protection Officer for the School</li> <li>• As part of the Senior Leadership Team, to support wellbeing initiatives for pupils</li> <li>• To work within school policies and procedures</li> <li>• To take care of their own and other people's health and safety</li> <li>• Commitment to undertake in-service development</li> <li>• Commitment to safeguarding and protecting the welfare of children and young people</li> <li>• To undertake any other duties as deemed necessary by the Headteacher</li> </ul> |                             |

# "Learning for Life"

## Hours

The role is 37 hours per week. Full time 52 weeks per year.

Example working hours.

|                  | Start | Lunch Length | End   | Total Hours |
|------------------|-------|--------------|-------|-------------|
| <b>Monday</b>    | 8:00  | 0:20         | 16:30 | 8:10        |
| <b>Tuesday</b>   | 8:00  | 0:20         | 16:00 | 7:40        |
| <b>Wednesday</b> | 8:00  | 0:20         | 16:00 | 7:40        |
| <b>Thursday</b>  | 8:00  | 0:20         | 15:40 | 7:20        |
| <b>Friday</b>    | 8:00  | 0:20         | 14:30 | 6:10        |
|                  |       |              |       | 37:00       |

## Additional Information

The above document sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

### Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

### References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

### Applying

Completed applications must be submitted electronically to: [trencherk@hope.lancs.sch.uk](mailto:trencherk@hope.lancs.sch.uk)