



Business Manager

Closing Date: 14th April 2026

Interview Date: TBC

Contract/Hours: Permanent – Full time
Monday – Thursday 08.00 – 16.00 Friday 08.00 – 15.30

Salary Type: F1-F5 £40,643 - £45,077 depending on experience and qualifications.

Hours: 37 hours per week

Location of Role: The Bridge Education Centre

The Bridge Education Centre provides education for KS3 and KS4 pupils who have experienced difficulties in mainstream school. We are looking to extend our specialist team supporting teaching staff to provide relevant learning experiences for our pupils, many of whom exhibit challenging behaviour due to underlying social emotional and mental health needs.

The Bridge Education Centre are seeking to appoint an enthusiastic person to join our Support team. As a member of the school's senior management team, develop, direct and coordinate the full range of school financial & administrative services. Take a proactive & partnership role in developing strategies for the longer-term use & development of the school site.

Essential:

Educated to GCSE level standard or equivalent with 5 passes including English and Maths at Grade C or above

Qualification (or studying) AAT / CIPD an advantage

Competent user of Word and Excel

Experience of office systems

2 years minimum financial experience

Experience in budget monitoring and forecasting

Understanding of requisition procedures, arranging and processing payments and keeping accurate records

Experience of effectively supervising staff, where this is a requirement of the post

Familiar with Financial accounting system and demonstrates sound financial management

Effective written and oral communication skills

Ability to develop and maintain efficient administrative systems

Capable of working on own initiative and able to prioritise workload

Good organisational skills /Good communicator

Keyboarding skills/ knowledge of MS Office/Excel/Financial software/Databases

Knowledge of school and County procedures, Governor guidance, financial regulations and procedures

Responsibilities:

- Ensure support practices meet statutory and Local Authority requirements
- Coordinate allocation of budget to budget holders.
- Develop and maintain an up to date manual of financial & related procedures including the use of a range of IT applications.
- Prepare the school's annual accounts & associated information.
- Process top-up finding return termly
- Supervise & manage the administrative arrangements for the appointment of staff to the school
- Investigate, identify & apply cost saving measures.
- Contribute to the governance of the school by advising the senior management team and the governing body when required.
- Oversight of management of the support staff team including those directly employed and contracted staff.
- Promote links between support and teaching staff.
- Negotiate & monitor the performance of contracts for services e.g. cleaning & catering.
- Prepare, review and implement a site development, security, improvement and maintenance programme for the school.
- Manage staffing, buildings, ICT systems and equipment and vehicles to achieve uninterrupted service.
- Decide levels of expenditure within the parameters set by the Headteacher/Governing Body.
- Maximise the use of financial resources for the school.
- Regular contact at senior level throughout HCC to achieve resolution of complex problems and develop partnership working.
- Maintain oversight of risk assessments to ensure health and safety is observed on the site whilst ensuring safe working practices and environment for all site personnel and visitors.
- Maintain an awareness of corporate and local policies and procedures and as manager & team leader ensure these are applied in the workplace by ensuring appropriate training for self and staff.

Application Procedure

An application form and job specification can be obtained by email c.holman@bec.hants.sch.uk, from the school website www.bec-hants.co.uk, or by telephone on 02382 515567

Safer Recruitment

The Bridge Education Centre and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

If you have any further enquiries about this post, please do not hesitate to contact Chantelle Holman, HR / Administration Manager 02382 515567

Please note that CVs will not be accepted.