



Business Manager

Lindon Bennett School

Start date: Required to start as soon as possible
Hours: 36 hours a week, all year round
Grade: P04 FTE £49,056 to £52,194
Contract: Permanent, all year round

As an employer we are committed to equal opportunities and promoting and protecting the physical and mental health of all our staff.

We are supportive of flexible working and welcome applications from people wishing to work a flexible working pattern, for example working on a job share basis or working flexible hours.

About us

Lindon Bennett School is a primary school for children with severe or profound and multiple learning difficulties, some of whom also have an additional diagnosis of autism. We cater for children from 3 to 11 years old and there are currently 192 pupils on roll across both of our sites. At Lindon Bennett we celebrate each child's unique abilities and achievements in a creative and supportive environment.

The role

We are looking to appoint a friendly, efficient and professional School Business Manager. This is a key role which, as a member of the senior leadership team, will involve working closely with senior leaders as well as the site and administration teams. The postholder will work across both the school sites and the main purpose of the job is to lead and oversee the school's finance, administration, ICT, HR, and site functions.

The main duties include (but are not limited to):

- Be responsible for the line management and performance management of administration, finance and site team colleagues.
- Alongside the Headteacher, lead on financial management and provide strategic leadership;



- Prepare, monitor and analyse the school budget.
- Lead on all finance related matters, delegating as appropriate.
- Lead on matters of Health and Safety, liaising with the Headteacher, colleagues and the Local Authority.
- Lead on HR matters including assessment of salaries, sickness procedures, safer recruitment records, recruitment processes, school censuses, formal processes eg absence, capability and disciplinary.
- Manage all matters relating to the school facilities and premises including establishing a rolling programme of maintenance work and overseeing the progress; coordinating the records of fire practices, alarm testing and emergency procedures; overseeing the negotiation of contracts and communicating with architects, contracts and the Local Authority.

Please see the job description available on the vacancies section of the Lindon Bennett School website for more details.

What we offer

Good transport links
Employee Assistance Programme
Bespoke CPD programmes and pathways
Purpose built building with good facilities
Onsite parking
Complimentary tea and coffee
Local shops and amenities within walking distance

Closing date: 10 am on Monday 29th September 2025. We reserve the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

Application process

Thank you for your interest in this role. We look forward to receiving your application.

Applicants should read our Recruitment and Selection Policy and Safeguarding Policy before applying for any position within the Trust. All applicants who are wishing to apply for any position at our school, whether this be a teaching or support post, are required to complete an application form. CV applications, or prospective applications, are not accepted.

The application form must be completed in full, including:

- Full education and/or employment history from the age of 16, with any gaps explained
- Contact details for two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable)
- Statement of application outlining your experience and why you are interested in this job.

The application form can also be downloaded from the vacancies section of the Lindon Bennett website: <https://www.lindonbennettschool.co.uk/about-us/recruitment-and-vacancies/>



Please contact Mandy Weeks-Moore for any information you need – by telephone on 0208 898 0479 or by email at mweeksmoore@lbschool.co.uk

Support

We are committed to providing a thorough induction for new staff, and will ensure that you are supported.

Commitment to safeguarding

Lindon Bennett is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to a number of pre-employment checks including ID and Right to Work in the UK, satisfactory written references and a successful Enhanced DBS check with barred list check.

All staff, volunteers and contractors have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities

Lindon Bennett values diversity, inclusion and 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.

