



BOSTON
HIGH SCHOOL

Boston High School, Spilsby Road,
Boston, Lincolnshire, PE21 9PF

Tel: 01205 310505 | Email: enquiries@bostonhighschool.co.uk

www.bostonhighschool.co.uk

LEADING LEARNING TOGETHER

VACANCY

School Business Manager

Required from June 2026 (or as soon as possible thereafter)

HOURS & SALARY

Full time - 37 hours per week – Term time, plus 4 weeks negotiated out of term time

G12 SCP 33 to 36, FTE £52,413 - £60,050, Pro rata £ 48,582 - £55,661

CLOSING DATE FOR APPLICATIONS:

Thursday 21st May 2026 (Midnight)

INTERVIEWS WILL BE HELD ON:

Tuesday 2nd June 2026

Exciting Opportunity for a School Business Manager

An exciting opportunity has arisen for a high-quality Finance/HR Professional with ambition and drive, who is either a qualified accountant (ACA, ACCA, CIMA or CIPFA) and/or has extensive financial experience within a school environment.

Reporting directly to the Headteacher, you will provide clear financial and commercial strategy and direction for the school. You will need to be fully aware of all funding and legislative changes that apply to the education sector and advise the Trust Board on strategic financial information, to enable them to make informed decisions.

You will be responsible for managing all budgeting and accounting activity; take on a role as part of the Senior Leadership Team; and undertake the operational line management of the Finance, H.R., Catering, Premises and Admin Office functions. In addition, you will coordinate the work of the external and internal auditors and prepare and submit annual audited, statutory, accounts.

The ideal candidate will be commercially astute and have excellent communication and negotiation skills. Knowledge and/or experience of the school/academy sector is desirable, and an understanding of school budgeting would be beneficial. This will be both a challenging and rewarding role and we are looking for someone who is adept at building strong, positive relationships with staff, governors, and external contacts. External support will be provided where required due to wide ranging responsibilities of the role.

We reserve the right to appoint prior to interviews.

An application form and further information, including a job description, can be downloaded from our school website www.bostonhighschool.co.uk. If you have any queries or questions after reading the job description, **please contact Nadine Swain via email below.**

Please return all application forms, together with a letter of application (no more than 1 side of A4) to:

Mrs N Swain, Boston High School, Spilsby Road, Boston, PE21 9PF

Tel: 01205 310505 Email: jobs@bostonhighschool.co.uk

This school is committed to safeguarding and promoting the welfare of children. As part of our safer recruitment practices, an Enhanced Disclosure and Barring Service (DBS) check and an online presence search (excluding social media) will be undertaken. All re-employment checks are carried out in line with 'Keeping Children Safe in Education'.