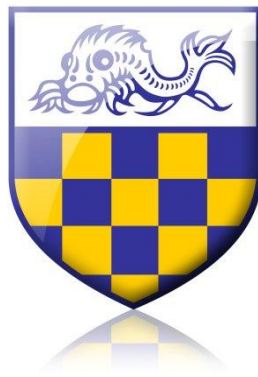


**Longhill High School
Rottingdean
Brighton**



Information Pack 2026

**School Business Manager
Full Time**



LONGHILL

HIGH SCHOOL

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
Fax 01273 303547

July 2026

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Mrs R Otulakowski
Headteacher

Headteacher: Rachelle Otulakowski
Email: admin@longhill.org.uk
Website: www.longhill.org.uk

BRIGHTON & HOVE CITY COUNCIL
JOB DESCRIPTION

JOB TITLE: School Business Manager (M9)

REPORTS TO: Headteacher

DEPARTMENT: Children, Families and Schools

SECTION: Longhill High School

PURPOSE OF THE JOB

- As a member of the senior leadership team, to implement and manage systematic operational improvements to the school.
- To provide day-to-day management, guidance, specialist advice and operational management information on finance and resources to Governors, Headteacher, Leadership Team and other managers.
- To manage finances and resources including support staff, catering, IT, premises, facilities, the sports centre, and administrative services.
- To support income generation and coordinate grant applications.

PRINCIPAL ACCOUNTABILITIES

- To implement and maintain operational plans for financial and business development that impact positively on educational outcomes as determined by the SLT. This includes monitoring and administering the annual budget (in consultation with and under the direction of the Headteacher), reviewing financial performance, and working strictly within the Governors' scheme of delegation.
- To coordinate, monitor, and sustain income through established entrepreneurial activities, sports centre lettings, and routine grant applications in such a way that the school can continue to develop efficiently.
- To work alongside the Site Managers/Premises Teams and senior leadership team on the day-to-day operational maintenance, safety, and development of the buildings and grounds, ensuring a high standard of health and safety for all users.
- To advise Managers within the school on personnel issues, including the statutory requirements related to staff welfare, pay, sickness, recruitment administration, leave and other conditions of service, ensuring high-quality human resource administration and safer recruitment practices in liaison with the external HR provider.
- To provide operational information and data to the Headteacher on a range of personnel issues, as well as coordinating the administration of staff recruitment.
- To oversee the maintenance of effective records of staff contracts, payroll submissions, job descriptions, performance management logs, and Single Central Record (SCR) entries.
- To lead the day-to-day negotiation, monitoring, and evaluation of the operational aspects of the school's contracts and Service Level Agreements (SLAs) with external providers, including security, catering, and cleaning.
- To ensure that appropriate financial reports, statutory returns, and monitoring data are prepared for the Headteacher to present to Governors, the Local Authority, the DfE, and other outside bodies as required, enabling the school to discharge its legal responsibilities. This includes attending meetings of the Governors as appropriate.

- To maintain and ensure the routine renewal of the Schools Financial Value Standard (SFVS) or equivalent financial standards.
- To ensure the school complies with health and safety requirements and advise the Headteacher and/or local authority regarding any immediate health and safety issues. To raise awareness of health and safety responsibilities and apply legal requirements, policies, and procedures, including emergency action and critical incident plans, in order to minimise risk.
- To apply and achieve the principles of best value in the procurement of works, services, and supplies in order to continuously improve the efficient and effective use of limited resources.
- To monitor and update the risk register under the direction of the Headteacher, review insurances annually, and ensure a robust business continuity and recovery plan is in place to provide continuity of financial administration in an emergency.
- To oversee the organisation, management, and professional development of support staff and to directly manage the Office Manager, designated administrative teams, premises staff, and sports centre operational staff, including daily supervision and performance management in accordance with appropriate procedures.
- To comply with the Local Authority's Financial Regulations and standing orders at all times.
- To line manage the Sports Centre Manager, who will manage the day-to-day organisation, community use, health and safety, and operational management of the Longhill Sports Centre.
- To line-manage the Catering Manager, providing operational oversight to ensure the school's catering provision delivers healthy, high-quality meals in line with national school food standards. This includes monitoring the catering budget, supervising service delivery, and ensuring strict compliance with food safety and hygiene regulations.
- To act as the primary school-side operational link to the school's Data Protection Officer (DPO) to ensure full GDPR compliance across all administrative, teaching, and sports centre systems, including coordinating the internal collection of data for Subject Access Requests (SARs) and data breaches under the guidance of the DPO.
- The post-holder is responsible for ensuring that the Local Authority's equalities policy is fully implemented in all areas of his/her work as is the Council's health and safety policy and agreed codes of practice and that he/she works within the confines of data protection legislation (GDPR).
- Be aware of and comply with related policies and procedures relating to safeguarding and confidentiality, reporting all concerns to an appropriate person.

GENERAL ACCOUNTABILITIES

1. To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.
2. To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety, of such employees and areas of the workplace as fall under direct control of the jobholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the jobholder.
3. To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

Post Title: Business Manager (M9)

Department: Children, Families and Schools

Section: Longhill High School

Essential Criteria

Job Related Education, Qualifications and Knowledge

- Relevant qualification to NVQ level 4 / degree level in Business Management or equivalent (e.g., Level 4 CSBM / Diploma in School Business Management).
- Knowledge of legislative frameworks and statutory school compliance requirements.
- Knowledge of health & safety regulations and premises management procedures.
- Knowledge of standard personnel legislation, safer recruitment protocols, and HR processes.
- Knowledge of data protection principles (GDPR) and records retention standards.

Experience

- Experience working at a management level within a finance, business, or resource-management role.
- Experience in professional administrative management and/or human resources administration.
- Experience of working within a financial environment, including budget monitoring, financial record keeping, and administering procurement/best value processes.
- Experience supporting teams through project management and organizational change.
- Experience monitoring contract compliance and tracking Service Level Agreements (SLAs) with external suppliers.
- Experience of managing health & safety processes/regulations across a school site or facility.
- Experience monitoring community lettings or commercial provisions (such as a sports centre) is desirable.

Skills and Abilities

- A proactive individual, able to quickly establish personal credibility and positive working relationships with others at all levels of the organisation.
- An ability to understand and quickly absorb complex written and regulatory material.
- An effective communicator capable of precise and well-argued operational updates; able to influence and persuade, but also listen and learn.
- Proven ability to work under pressure, manage competing operational priorities, and meet tight deadlines.
- An ability to maintain focus and a measured approach at times of unforeseen difficulty and uncertainty.
- Strong organisational skills and school business administration skills.
- Excellent numerical and financial analytical skills.
- High level of ICT skills, including MS Word, Excel, and school management information systems (e.g., FMS and SIMS).

- Strong interpersonal skills to engender trust in governors, staff, and external stakeholders.
- Ability to work co-operatively as a senior leadership team member, whilst also working effectively on own initiative.
- Absolute ability to maintain strict confidentiality at all times.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

Other Requirements

- Ability to remain calm and react positively to difficult or unpredictable situations.
- Physically able to move between locations across the school site.
- Demonstrate a flexible approach to work and an ability to quickly change operational priorities when necessary.

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.