**School Business Manager**
**Location:** Pathways School Churt
**Salary:** Competitive, based on experience
**Contract:** Full-time

**Are you ready to make a lasting impact?**

Pathways School is a small but ambitious specialist school dedicated to transforming education for learners with Special Educational Needs and Disabilities (SEND) and Social, Emotional, and Mental Health (SEMH) needs. Inspired by Sir Ken Robinson’s concept of “The Element”—where natural talent meets personal passion—we believe in creating an environment where every learner can discover their unique strengths, thrive emotionally, and prepare for a fulfilling future.

We are seeking an experienced and dynamic School Business Manager to join our leadership team. This is your opportunity to bring your expertise to an innovative and values-driven organisation where your work will have a real and meaningful impact.

**About Pathways School:**

At Pathways, we recognise every learner as an individual with unique skills, talents, and potential. We are committed to:

* Helping learners discover “their Element”, equipping them with the skills and confidence to thrive.
* Creating a trauma-informed, nurturing environment that supports emotional and academic development.
* Providing aspirational pathways to employment, independent living, and active community participation.
* Fostering a collaborative, values-driven culture where staff are supported to innovate and grow.

**About the Role:**

As the School Business Manager (SBM), you will play a pivotal role in ensuring the smooth and effective operation of the school and its Alternative Provision (AP). This is an opportunity to work within a forward-thinking organisation, where your leadership and expertise will directly support the wellbeing and success of learners and staff.

**What You’ll Do:**

* Financial Leadership: Oversee budgets, funding streams, payroll, fee negotiation, and financial reporting to ensure sustainability and efficiency.
* Project Management: Lead operational initiatives that enhance the school’s strategic growth and sustainability.
* HR and Staff Development: Support all areas of recruitment, contracts, and training opportunities, ensuring a highly motivated and dynamic team.
* Admissions and Capacity Management: Oversee the admissions process and learner flow to ensure full capacity, working closely with the leadership team to support every learner's journey.
* Safeguarding: Maintain and promote a strong safeguarding culture to protect and support all learners.
* Data Protection and Compliance: Act as the Data Protection Officer, ensuring compliance with GDPR and leading on policies relating to data protection, school finance, IT, and Health and Safety.
* Daily Operations: Work alongside the Headteacher and Head of Alternative Provision to ensure the school runs smoothly and efficiently.

**Why Join Us?**

At Pathways School, we believe in the power of education to transform lives. Joining us means becoming part of a team that:

* Shares a Vision: You’ll work in a setting inspired by Sir Ken Robinson’s belief in uncovering natural talent and redefining success.
* Encourages Innovation: Your ideas and solutions will be valued and supported within an organisation that embraces change and growth.
* Prioritises Wellbeing: We foster an environment where both learners and staff feel supported, understood, and empowered.
* Delivers Meaningful Impact: Your work will directly contribute to creating life-changing opportunities for our learners and their families.

**About You:**

We’re looking for a highly motivated and skilled professional with:

* A strong background in financial management, HR, and operational leadership.
* Experience in (or willingness to learn) safeguarding and child protection, with a commitment to fostering a safe and nurturing environment.
* Knowledge or experience in managing school admissions and maintaining learner capacity.
* Expertise or willingness to lead on data protection, IT policies, and Health and Safety compliance.
* Excellent organisational and interpersonal skills, with a proactive and solution-focused approach.
* A passion for supporting learners and a commitment to inclusive education.

Pathways School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to reference checks and enhanced DBS checks.

**How to Apply:**

For an informal discussion about the role, please contact: Claire Cookson, CEO at claire.cookson@pathways-ed.org

To apply, please send your CV and a cover letter to: hr@pathways-ed.org

Closing Date: 03.03.2025
Interviews: Week beginning 10th March 2025