



Position: **Support Services Manager**

Contract: Part Time 3 Days a Week (21 Hour Per Week, Term Time Only)

Salary: Dorset Grade 9

Appointment Type: Permanent

Closing Date: **Monday 3rd November**

Date of Interviews: **Thursday 20th November 2025**

At Broadmayne First School, we are proud to nurture a warm, inclusive, and ambitious learning community for all of our Learners to 'Fly High'. Guided by our core values—Be Safe, Be Kind, Be Respectful, - we strive to create an environment where every child and adult can thrive.

We are seeking a proactive, highly organised, and personable **Business Support Manager** to join our dedicated team. This pivotal role ensures the smooth running of our school's administrative, financial, and operational functions, allowing our staff and pupils to focus on what matters most—learning and growing together.

Key Responsibilities

- Lead and manage the school's administrative systems, including finance, HR, premises, and health & safety.
- Oversee budget planning, monitoring, and reporting in collaboration with the Headteacher and Governors.
- Manage contracts, procurement, and supplier relationships to ensure best value and compliance.
- Support recruitment, onboarding, and personnel record-keeping in line with safeguarding requirements.
- Ensure the school site is safe, secure, and well-maintained, working closely with the Headteacher and external contractors.
- Act as a key point of contact for staff, parents, and external agencies, promoting a welcoming and professional school office.
- Contribute to strategic planning and school improvement initiatives.





Person Specification

Essential:

- Proven experience in business administration, finance, or school office management.
- Strong organisational and communication skills.
- Ability to work independently and collaboratively within a busy school environment.
- High level of discretion and commitment to safeguarding.
- Proficiency in relevant IT systems (e.g., MS Office, financial software).

Desirable:

- Experience in an educational setting.
- Knowledge of school finance systems and HR procedures.
- Understanding of health & safety and premises management.

Broadmayne First School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with the Government's Safer Recruitment guidelines.

This school values the diversity of our workforce and welcomes applications from all sectors of the Community.

Please see attached for the job description.

Visits are warmly welcomed; please telephone the school office to make an appointment.

Closing date for applications - Monday 3rd November

Date of Interviews: Thursday 20th November 2025

Start Date: Monday 5th January 2025 or earlier

