



PENRYN COLLEGE

ACHIEVING through CHALLENGE



Candidate Pack - School Business Manager



Message from The Headteacher

Thank you for the interest that you have shown in joining us at Penryn College. As Headteacher, I am proud to lead a school community that is committed to excellence, inclusivity, and innovation. Our motto, *“Achieving through Challenge,”* reflects our belief that with the right support and encouragement, all young people can reach their full potential.

We are passionate about providing a broad and balanced curriculum that inspires curiosity, creativity, and confidence. Together we work tirelessly to create an environment where students feel valued and empowered to take ownership of their learning. Lessons are engaging and underpinned by excellent resources including technology.

We have high expectations of our staff, but in return we provide a supportive and friendly working environment where your feedback is valued and your efforts recognised and rewarded, with ample CPD opportunities and the chance to really make a difference.

Penryn College is more than just a place of learning—it is a vibrant, caring community where every moment matters.

One of the most important things I have learnt in my career is to listen to students. Finding out what our students think and experience in any capacity, whether it's with our student leadership groups, standing in the canteen queue, or sitting next to them in their lessons. These important interactions tell us what we're doing right and set our priorities. After all, it's the reason we came into this profession!

I hope this information pack will give you a good overview of the position and working at our School. There is a strong community spirit here, and all our staff, whatever their role, play an important part in our success. If you have any questions please do contact us, we are more than happy to help.

Warm regards,

Claire Croxall

About Our School - Vision, Mission & Ethos

Penryn College is a lively, thriving school, and we pride ourselves on our local and national reputation for educational excellence. We work in partnership with national research-led teaching and learning initiatives such as the Arts Council Creativity Collaborative and we are an award-winning Cyber Award School and UNICEF Rights Respecting School. We cater for children and young people aged 11-16 who live in Penryn and the surrounding villages of Constantine, Flushing, Mabe, Mawnan Smith, Mylor, Perranwell and Ponsanooth. Students also join us from Falmouth and other outlying villages and towns.

Originally, Penryn College opened in Falmouth in 1957, and was moved to its present site in 1961. Since that time, there has been a programme of continuous improvement and updating of buildings/classrooms. Our biggest development was the opening of our £24 million College building in 2008. Our PAN for each year group is 210, but the occupational capacity is slightly different for each one. Currently, we are oversubscribed in all year groups.

We want the children of Penryn College to be the best they can be and do the very best they can, whoever they are, wherever they are from, whatever their starting point and wherever they are headed. We want them to be able to meet the challenges of the future. We want them to be flexible, to solve problems, to be resilient and to think for themselves. Most of all, we want them to achieve their dreams.

“Achievement through Challenge” is a tangible part of the life and work of the College. Children have inspiring learning opportunities because teachers open new worlds. The range of rich opportunities in a wide and exciting curriculum, using Cornwall’s natural environment to the full, gives students a thirst to know more, understand more and do more. Building upon their achievements at primary school, students develop purposeful learning habits, including being competent in reading, writing and numbers. They are able to talk openly and confidently about themselves, their progress, their aspirations and their opinions. They learn to understand, value and uphold people’s right to be treated equally. They leave us with a broad range of qualifications which give them knowledge and skills they need for their future, whatever that future might be, and as self-assured, well rounded young citizens, understanding the responsibilities, challenges and opportunities of life in modern Britain and the wider world. They value people for who they are and know that each one of us has a responsibility to give something back. They know where they are headed and how to achieve their dreams.

Penryn College's ethos centers on nurturing happy, resilient, and aspirational students through challenge, aiming for them to reach their full potential in a supportive, inclusive environment that values individuality, mutual respect, and community, underpinned by their motto "Achieving through Challenge" and a commitment to developing well-rounded individuals with strong academic and personal skills.

At Penryn College, we believe that everyone's voice matters. We listen carefully to students, families, staff, and our wider community to help shape the future of our school. This shared approach ensures we create a supportive, inclusive environment where every learner can thrive.



01 What parents say ...

"Both of my children are very happy at the school and we're very grateful to have a fantastic school on our doorstep. They are given many extra-curricular opportunities which enable them to grow in confidence and feel part of the school community."

02 What students say ...

"There's a great team spirit here. We all get on well with each other and the teachers. We feel safe, and the facilities are amazing!"

"The changes that have been made by all of us have been listened to and have happened thanks to the school staff."



03 What staff say ...

"The school does a fantastic job... it enables our young people to thrive and be valued"

"This is a great school to work in... there is a strong sense of community."

04 What OFSTED say ...

"Penryn College is a happy and welcoming school."

"Pupils follow an exciting curriculum with a broad range of different opportunities. Leaders are ambitious for pupils and there is an ethos of 'having a go', without fear of failure."



Working with Us

The Recruitment Process

1. **Application:** To apply for a staff vacancy, please visit our website [here](#) and [complete an Application Form](#) and Personal Statement of Suitability (no longer than two sides A4). Demonstrate clearly how you meet the criteria outlined in the Person Specification, providing specific, relevant examples to support your evidence.
Please email completed applications by the closing date to Becky Withers, HR Manager
bwithers@penryn-college.cornwall.sch.uk
2. **Shortlisted applicants** will be invited by email to attend an interview. References will be taken up after shortlisting unless you have indicated otherwise.
3. **Interview Process:** The selection process will include a formal panel interview and a practical assessment designed to evaluate the knowledge, skills, and abilities outlined in the Person Specification. Full details will be provided to shortlisted candidates prior to interview.
4. **Feedback:** Unsuccessful applicants will be provided with professional feedback
5. **Taking up post:** The start date is subject to completion of all Safer Recruitment checks
6. **Additional Information:** For further information, please contact Becky Withers, HR Manager. If you require any reasonable adjustments in order to attend or participate fully in the interview process, please let us know at your earliest convenience so that appropriate arrangements can be made
7. **Safeguarding:** Penryn College is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview early should an exceptional candidate apply

Closing date: Monday 9th February 2026 at 8.00am. Interview date: Thursday 12th February 2026

Please note that we are unable to process applications without a fully completed application form.

Please return your completed application form and covering letter to Becky Withers, HR Manager at
bwithers@penryn-college.cornwall.sch.uk or post to: Penryn College, Kernick Road, Penryn, TR10 8PZ.

Thank you again for your interest in joining our team. We look forward to receiving your application.

“The School has a great culture - one that supports staff and the development of teams. I love being part of the team!” Staff Survey 2025

JOB DESCRIPTION

Job Title:	School Business Manager
Grade:	M - £54,418 - £64,832 per annum
Hours:	37 hours per week
Reporting to:	Headteacher

Main Purpose of Job

The support services teams are an essential pillar in enabling the students to achieve their full potential. The School Business Manager has responsibility for the leadership, management supervision and development of the support staff teams ensuring an efficient, safe, clean and comfortable environment provided within budget and business aims and objectives. There is an expectation of the post holder to act with a high degree of autonomy including responsibility and accountability for managing delegated budgets and resources. The role involves creating, implementing, monitoring and evaluating developmental plains aimed at bringing continual improvement in these areas. The School Business Manager is responsible for ensuring the school is compliant in relation to the academies handbook including oversight of policies, procedures and risk assessments.

Key Accountabilities

- To hold the role of Chief Financial Officer
- Ensure the smooth, efficient, effective and economical running of each of the support departments to include Finance, ICT, Facilities and Site Maintenance, HR and Health and Safety.
- Effectively lead financial management including managing and monitoring budgets, financial performance and activities.
- Ensure all support services meet the needs of the students by enabling the environment to be used as a means of support and social learning.
- Provide professional leadership and management of the support teams to enhance their effectiveness and performance to achieve excellent standards.
- Promote the highest standards of business ethos and compliance.
- Carry out and/or facilitate audit processes to monitor service delivery standards.
- Ensure that IT systems and hardware are fit for purposes, meeting the needs of the school, employees and students, liaising with local IT teams as appropriate.
- Ensure compliance in line with the academy's handbook.

Key Duties and Responsibilities

- Contribute to the development and implementation of strategic and operational plans, projects, and objectives.
- Provide strategic oversight of the organisation's marketing, communications, fundraising, and community engagement functions, ensuring high quality, consistent outputs, and exercise effective line management of the Community and Development team.
- Line manage the team leads of each of the Support Staff teams ensuring the development and effective performance management of all members of the team. Providing regular feedback through informal one-to-one meetings and the performance review process.
- Ensure policies and procedures are adhered to, and records and systems are kept up to date.
- Support the Headteacher and Senior Leadership Team in ensuring School policies are reviewed, approved and published in a timely manner (in conjunction with the Clerk to the Trustees).
- Act as Company Secretary.
- Facilitate leadership meetings to support staff leaders.
- In conjunction with the Complaints Officer facilitates complaints in accordance with the School Complaint Procedure.
- Ensure the schools' finance and estate are run successfully and effectively in line with the Funding Agreement and ESFA Regulations.
- Support the annual budgeting process ensuring all relevant parties are included so that budgets are realistic and cover all likely expenditure and highlight any new or expected expenditure.

- Ensure relevant formal and acceptable finance agreements are in place for all suppliers.
- Ensure the school has the technology sources required by them to ensure the effective operational running of the school.
- Liaise with the IT Support team and external providers on systems, technologies and plans.
- Work with the Network Manager to advise on future technological development, existing provision, financial consideration and E-Safety,
- Ensure the appropriate training is undertaken to ensure compliance with the requirements of using and holding data in line with relevant Legislation.
- Be responsible for strategic capital development and overseeing management and efficient operation of the school site and buildings through the leadership of the Premises Manager.
- Be accountable to the Headteacher and Trustees for the Academy's Health and Safety Policy and Strategy, including accountability for the safe organization of off-site trips as the Educational Visits Co-Ordinator (EVC).
- Liaise closely with the Premises Manager on larger projects to ensure that local teams and resources are appropriately deployed.
- Manage the local requirements of contracts for outsourced services, ensuring on-going value for money and high service delivery.
- Ensure necessary insurances are in place and up to date.
- Ensure that appropriate risk assessments are carried out across the school and advise staff with risk assessment responsibilities.
- Complete termly Health and Safety audits of the school in liaison with the Premises Manager, Headteacher and representatives from the local governing body.
- Produce Health and Safety reports for the trustees as requested.
- Investigate and record incidents, accidents and near-misses, and report as appropriate.
- Oversee regular or ad-hoc projects/events at school that present a higher risk to students and staff, for example, school productions or events.
- Ensure systems are in place to ensure all contractors working on site adhere to health safety and safeguarding procedures.
- Manage the fire officer to ensure that fire practices and alarm tests are planned, and records are kept.
- Ensure the health and safety policy statement is up to date and clearly communicated and available to all people.
- Enable regular consultation with staff groups on health and safety issues.
- Ensure effective monitoring and reporting of health and safety issues to the Health & Safety Executive.
- Be accountable for the admin functions required as an Academy which include health and safety, commercial contract awarding and performance management of supplier contracts. Company law and charity law, supporting Governor functions, accountability and liabilities, management for licenses and copyright, donations management, risk management and business continuity.
- Maximise the schools' assets, including resources, plants, and facilities. Prepare and submit bids and generate income through other business opportunities, including through lettings.
- Develop relationships with external funding partners so that we are in a good position as and when future opportunities arise.
- Fulfill the role of Data Protection Officer ensuring correct procedures are in place for Data Protection.
- Ensure co-ordination of E Safety and Policy updates with the E-safety Officer.

General Responsibilities

Be aware of and adhere to the school's child protection and safeguarding policy and procedure.

Maintain confidentiality of information acquired in the course of undertaking duties.

Be responsible for own continuing self-development, undertaking training as appropriate to include yearly whole school training.

Be committed to equal opportunities

To undertake any other duties appropriate to the grading of the post as required.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Qualifications and Experience</u>	<p>Previous experience in a similar role</p> <p>Experience working in a school or similar establishment.</p> <p>Evidence of further educational and professional qualifications</p>	<p>Qualification or knowledge and experience of School Business Management</p> <p>Accountancy Qualification</p> <p>Managing within an educational environment</p>	Application form/ Interview
<u>Skills and Abilities'</u>	<p>Excellent interpersonal and communication skills when dealing with all stakeholders</p> <p>Exceptional planning and organizational skills including managing deadlines</p> <p>Successful leadership of teams</p> <p>Significant project management experience</p> <p>Managing Health and Safety to include IOSH certificate or equivalent (or prepared to undertake the qualification)</p> <p>Managing building projects and premises management</p> <p>Understand when the law impacts on educational statutory responsibilities and knowing where to go for advice and guidance</p> <p>Working knowledge of policies</p> <p>Excellent written and verbal communication and the ability to manipulate information effectively.</p> <p>Evidence of continuing CPD</p>	<p>Working knowledge of school MIS and operational software packages</p> <p>Working knowledge of relevant policies, procedures, codes of practice, academy handbook and awareness of relevant legislation – such as Health and Safety</p> <p>Evidence of training in the specific areas relevant to this post</p> <p>Knowledge of school's admin and accounting systems</p>	Application form/Interview
<u>Professional and Personal Attributes</u>	<p>High expectations, tenacity and a commitment to achievement of potential</p> <p>The demonstration of positive values and attitudes</p> <p>Ability to analyse situations and possible outcomes to establish the most effective course of action</p> <p>To promote the schools aims, vision and values and application of policies and procedures</p> <p>Commitment to high educational, professional and personal standards</p>		Application form/ Interview

	<p>Respect for students and their needs</p> <p>Ability to work under pressure and to short deadlines when conflicting priorities</p>		
<u>Any Additional Factors</u>	<p>Professional, tactful, and sensitive.</p> <p>Positive manners in a busy and challenging environment.</p> <p>Discreet & confidential.</p> <p>Ability to prioritise and work under pressure</p> <p>Able to work on your own initiative and in a team.</p> <p>Demonstrate a proactive approach to work</p> <p>Willing to undertake any training required for the role.</p> <p>Comfortable with young people and children.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		Interview



Penryn College

Achieving through Challenge

Thank you for your interest in Penryn College. We look forward to welcoming you to our school.

Address Penryn College, Kernick Road, Penryn, TR108PZ

Phone 01326 372379

Email bwithers@penryn-college.cornwall.sch.uk

Website www.penryn-college.cornwall.sch.uk