



CHATHAM & CLARENDON GRAMMAR SCHOOL

Business Manager

**1st January 2026 start
(or asap after that date.)
Full Time – permanent**

Salary: Band13 (£60,518-69,425) - Commensurate with similar posts, dependent on experience

We are seeking to appoint an exceptional & ambitious Business Manager to play a key role in the next phase of our development. As the schools leading support staff professional, you will be part of the school leadership team, reporting directly to the headteacher and play a pivotal role in driving strategic and operational excellence . You will be responsible for the financial strategy and business management of the school including, Finance, Site Management, Health & Safety, HR, IT, Catering and business management functions, and play a key role in improvement planning, marketing and providing strategic vision. You will ensure systems and financial practices are kept under review and be involved in evidence-based decision making that will establish our school as a first choice for local families.

CCGS is moving from a diamond model to wholly mixed grammar school from September 2025 and is located in central Ramsgate. The school has a reputation for high standards of student behaviour, academic achievement and pastoral care and maintains an enviable programme of extra-curricular provision.

We are looking for someone who:

- can demonstrate significant successful experience of leadership and management in a relevant setting and has the ability to inspire colleagues, peers and teams
- offers proven experience of managing a large budget and extensive capital expenditure
- has the ability to lead and quality assure the delivery of facilities management, premises and catering

You will:

- ensure that financial and administrative procedures effectively support the school in maintaining outstanding quality of education and outcomes
- be able to lead, inspire, develop and challenge a team
- have excellent communication inter-personal and administrative skills
- be honest, reliable and hardworking

- act as Company Secretary as part of your role

You will be expected to:

- play a leading role in the life and work of the school as part of our strategic leadership team, modelling the highest professional standards
- effectively and efficiently manage the school's finance, Estates, HR, admissions and other administrative systems
- manage and motivate our office team so their tasks are done to the highest standards and to deadline

If you believe that you are the dynamic enthusiastic leader we are seeking, please complete an application form which can be obtained, along with supporting material for this post, from the 'Vacancies' section of the school website www.ccgrammarschool.co.uk. CV's will not be accepted. Applications to be emailed to Mark Baker-Milner, HR & Administration Manager at mbaker@ccgrammarschool.co.uk

Closing date: 10am Wednesday 1st October 2025

Interview dates: October 9th and 10th 2025

Please note references will be taken up prior to interview

Chatham & Clarendon Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check (DBS) and other pre-employment checks.