



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | [admin@fairfield.hereford.sch.uk](mailto:admin@fairfield.hereford.sch.uk) | Head Teacher: Mr Paul Jennings

**Required as soon as possible**

**School Business Manager**  
**(HC08 equivalent £18.85- £21.14 p/h) pending pay award**  
**37 hours per week Monday to Friday TTO plus 20 days**

We are looking for an exceptional School Business Manager to join our high performing Single Academy Trust in Herefordshire. You will be a highly motivated, positive and a flexible team player with excellent communication and organisational skills. You will have a proven track record of financial management, ideally within an academy trust or educational setting, although candidates with other relevant experience will be considered. The role is full time, term time only plus 20 days initially with flexibility during the school holidays.

As School Business Manager you will be an Associate member of the Senior Leadership team and advise the Headteacher and Trustees on financial planning, risk management, and resource allocation. You will manage the admin and Finance teams and oversee estate management, health and safety compliance, and capital building projects.

Please visit our website [www.fairfield.hereford.sch.uk](http://www.fairfield.hereford.sch.uk) to find out more about our outstanding school and to download an application pack. Please ensure your application makes clear how your experience to date will support you in making a success of this post, and what qualities, skills and experience you hope to bring to it and includes a covering letter.

This post is subject to full enhanced DBS clearance. Fairfield is committed to safeguarding young people and ensuring the wellbeing of everyone in our school community.

Closing date for applications: 1<sup>st</sup> June 2026. Interviews to be arranged for Thursday 4<sup>th</sup> June 2026.