



Business Manager Recruitment Pack



**The River School & Brook Nursery;
part of the Worcester Christian Education Trust.**

Key Information

All applicants are encouraged to visit us and this can be arranged by contacting the School Office.

Application Deadline: **Monday 23rd February 9am**

Initial Shortlisting: Monday 23rd February

Interview dates to be confirmed

The River School
Oakfield House
Rose Bank
Droitwich Road
Worcester
WR3 7ST

Tel: 01905 457047

Email: info@riverschool.co.uk

Parking available on site.

If visiting, please go the School Office on arrival.



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The River School comes under the Worcester Christian Education Trust (Registered Charity: 1171394) and is governed by a Board of Trustees who are responsible for the overall strategic direction of the school.

The Trustees are a group of dedicated individuals who are committed to providing a high-quality Christian education for the pupils of The River School.

Christian Education

The school was established in 1985 and took the name: The River School. This name came from a beautiful biblical vision of a river which can be found in Ezekiel 47.



This river in Ezekiel 47 has 3 distinctive characteristics.
These form the framework for the education The River School is seeking to provide.

1. The source of the river is God. As a school we want everything we do to flow from the love of God and be shaped by His character. We are grateful to God for all He has given us as a school.
2. The river itself is teeming with life - it is abundant and flourishing. As a school we want each pupil to experience life to the full. To this end, we have a holistic approach to education, aiming to nurture each pupil mentally, physically, emotionally and spiritually, not just academically.
3. The river flows out and bring life to others far and wide. We seek to help each pupil grow a strong desire to serve others and to have a life-giving impact. We want to be a community that is generous with what we have and always looking beyond ourselves to be a blessing to the wider community.



Our School

The River School and Brook Nursery provide high quality Christian education to children aged 2 to 16.

Current pupil numbers:

- The Brook Nursery: 21
- Primary: 36
- Seniors: 52

School History:

The school site is a beautiful sprawling 8 acres which includes an orchard, walled garden, forest school, pond and pet area. Oakfield house itself is home to our nursery and primary departments, and the senior part of the school comprises a number of both new and old outbuildings.

Forest School:

Our Forest School provision is led by Carol Parry, a former Headteacher at the School. She is supported by a volunteer and teaching staff to run the Forest School sessions.

Moden Lodge:

In 2021 the School re-purchased Moden Lodge, the property at the bottom of the School drive. At present, it is being rented out as a residential property, but there is great scope to use this building in a variety of ways for the school in the future.

Oakfield Ventures:

In 2024 Oakfield Ventures, our business, was registered as a Limited Company with the view to generating income for the school. Oakfield Gardens Wedding Receptions and Oakfield First Aid Training are two of the revenue generating streams that have been in operation.



Staffing

Senior Leadership Team

Headteacher						
Assistant Headteacher and Head of Secondary	Head of Administration	Business Manager	DSL & SENCo	Head of Primary	Nursery Manager	Online Safety Lead

Each member of the Senior Leadership Team works with the Headteacher in leading their teams.

Staff and Volunteers

There are currently 40 staff including Teachers, TA’s and support staff.

We have 18 volunteers on our books who help in a variety of areas such as gardening, school clubs and exam invigilation.

In addition, we have several regular contractors.

Site Management

Marc is our Site Manager; he and his wife Caroline, who cleans and works as a TA for us, live in the flat at the top of the main building and raised their family here at the school. They own the guinea-pigs, rabbits and also work with the bees.



Job Description

Position Title: Business Manager

Location: The River School, Worcester. WR3 7ST

Reports To: Headteacher

Line management of: Site Manager, Finance Administrator, Contractors, Volunteers and other ancillary staff

Hours: Full Time. Holiday: 28 days, to be taken in the School holidays. Hours in term time are likely to be higher than hours in the holidays.

Salary: £32,000

Start Date: As soon as possible

Position Overview

The Business Manager is a new role in the school and will be a key member of the school's leadership team. Working closely with the Headteacher, the Business Manager plays a pivotal role in stewarding the school's resources with wisdom, integrity, and excellence. This role exists to ensure that the practical, financial, and operational foundations of the school are strong, sustainable, and aligned with our Christian vision.

The Business Manager will lead on:

- Financial planning, budgeting and strategy
- Drafting and implementing financial controls and the Scheme of Delegation
- Estates, facilities, and site management
- Line management of the Site Manager, Finance Administrator, volunteers and ancillary staff
- Liaising with Oakfield Ventures regarding events management and site hire

This role is suited to someone who is energised by building, shaping, and strengthening protocols and procedures. Many of our processes are being re-developed, and the successful candidate will have the opportunity to design and implement structures from the ground up, helping to create a sustainable and God-honouring operational framework for the future.

This is a unique opportunity to contribute to the long-term flourishing of a Christian school with a bold vision and a growing community.

Key Responsibilities

Strategic Leadership

- Serve as a member of the Senior Leadership Team, contributing to whole-school strategy and long-term planning.
- Provide financial and operational insight to support the Headteacher and Trustees in discerning God's direction for the school.
- Develop and implement a multi-year financial strategy aligned with the school's Christian ethos, educational priorities and safeguarding.
- Lead on the creation and annual review of the Scheme of Delegation, financial controls, and risk management processes.

Finance

Provide senior-level financial assurance, oversight and challenge, ensuring that the school's financial operations are robust, transparent, and sustainable. While day-to-day processing may be delegated to the Finance Administrator, the Business Manager retains overall accountability for the integrity of financial information, the effectiveness of financial controls, and the management of financial risk.

Maintain a strong working understanding of school and charity finance, including budgeting, cashflow management, liabilities, reserves, and audit requirements, in order to support sound decision-making and effective governance.

- Oversee all aspects of school finance, ensuring compliance with statutory requirements and best practice for independent schools.
- Lead the budgeting process, producing accurate forecasts and scenario planning.
- Monitor income and expenditure, providing regular reports to the Headteacher and Trustees.
- Line manage and professionally support the Finance Administrator.
- Oversee payroll processes (administration may be delegated but accountability remains with the Business Manager).
- Ensure robust financial controls, audit readiness, and transparent reporting.
- Support income-generation initiatives, including lettings and partnership with Oakfield Ventures Ltd.

Estates, Facilities, and Site Management

- Provide strategic oversight of the school estate, ensuring it is safe, compliant, well-maintained, and reflective of our Christian commitment to stewardship.
- Line manage the Site Manager, ensuring effective planning, maintenance schedules, and statutory compliance.
- Oversee health and safety, including risk assessments, fire safety, and contractor management.
- Lead on capital projects, refurbishment, and long-term estate planning.
- Ensure the site environment communicates welcome, care, and excellence to pupils, staff, families, and visitors.
- Develop partnerships with volunteers and other organisations with the aim of enriching the stewardship and development of our beautiful site.

Compliance & Governance

- Ensure compliance with Independent School Standards (ISSR), health and safety legislation, and financial regulations.
- Provide clear, accurate, and insightful financial reports to the Headteacher and Trustees, translating detailed financial information into strategic advice, highlighting risks, opportunities, and areas requiring attention or action.
- Prepare reports and documentation for Trustees, auditors, and regulatory bodies.
- Maintain accurate records and ensure readiness for inspections.
- Support the Headteacher in policy development and risk management.
- Promote positive relationships with parents, suppliers, and the wider community.

Person Specification

Christian Commitment

We are seeking someone who:

- Has a living Christian faith and is committed to modelling Christ-like character.
- Is excited by the vision of providing a Jesus-shaped education.
- Approaches leadership prayerfully, humbly, and with a servant heart.
- Understands the spiritual significance of stewarding resources for Kingdom purposes.

Skills, Experience, and Attributes

Essential:

- Demonstrable financial management experience, with accountability for organisational budgets, financial sustainability, and risk.
- Strong working knowledge of financial controls, internal assurance, and appropriate separation of duties.
- Experience of preparing, interpreting, and presenting financial information for senior leaders, trustees, or governing bodies.
- Experience in estates/facilities management or oversight of site operations.
- Strong organisational and project-management skills.
- Ability to design and implement new systems and processes.
- Excellent communication and interpersonal skills.
- Ability to lead, motivate, challenge and develop staff.
- Strong organisational and problem-solving skills.
- Proven success in organising and managing events and hospitality.
- Able to use Windows to support and streamline operational activities.
- A commitment to safeguarding and promoting the welfare of children.
- A willingness to support and promote the Christian ethos of the school.
- High levels of integrity, discretion, and professionalism.

Desirable:

- Knowledge of XERO
- Experience in an independent school, education or charity setting.
- Experience managing capital projects.
- Familiarity with charity accounting principles and governance frameworks.
- Previous experience managing or overseeing a bursary, finance office, or equivalent function.
- Experience with commercial lettings or events management.
- Professional qualification in business, finance, or school management.
- Knowledge of health & safety, and compliance requirements.
- Knowledge of Independent School Standards and regulatory frameworks.

Personal Qualities

We are looking for someone who:

- Brings creativity, resilience, and a solutions-focused mindset.
- Is calm under pressure and able to prioritise wisely.
- Works collaboratively and communicates with warmth and clarity.
- Is energised by building and improving systems.
- Sees challenge as opportunity.
- Has a heart for Christian education and a desire to see children flourish.

Safeguarding Responsibilities

The River School is committed to safeguarding and promoting the welfare of children. The Business Manager must:

- Adhere to all safeguarding policies and procedures.
- Complete all required safeguarding training.
- Maintain vigilance and report concerns immediately.

All appointments are subject to enhanced DBS checks and safer-recruitment processes.