



**Windlesham  
House School**

- Est. 1837 -

CHARTERHOUSE  
FAMILY OF SCHOOLS

Candidate information for

# Business Manager

**Contents**

The role  
Key responsibilities  
Person specification  
Why choose us?  
How to apply  
Our school and values

Windlesham House is part of the Charterhouse family of schools

# The role

The Business Manager is a new, hands-on general management role based full-time at the school, with flexibility expected around key dates in the school calendar. As a member of the SLT, the role is the principal interface for the Head, SLT and all staff on support service matters. The role is responsible for the daily management of many of the support services functions on site, and is expected to manage matters in-situ where possible.

Strategic matters, large-scale projects, resourcing decisions and other significant matters beyond daily needs will be escalated to the Prep Schools' Bursar or to HR and IT colleagues who manage those group functions.

The role will monitor adherence to support services budgets and ensure compliance with relevant rules, regulations and guidance applicable to the teams they are managing.

Windlesham House is a country prep school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.





# Key responsibilities

## Head and SLT support

- As the lead point of contact at the school for support services, triage daily tasks and issues that require resolution by support services teams, escalating matters to the Prep Schools' Bursar and wider family of colleagues as required
- Assisting the Head, SLT and Prep Schools' Bursar in the development and implementation of strategic initiatives and resourcing recommendations

## School office

- Line management of the school's office manager, ensuring the smooth day-to-day running of administrative processes

## Operations (including catering, portering, security and event set-up)

- Line management of key operational staff, ensuring appropriate resourcing is in place for the day-to-day requirements of the school and any events being held
- Ensuring that operations staff are completing compliance tasks and that records held are up to date and filed appropriately
- Ensuring contractors providing any of these services are adhering to terms, and proposing any required changes to contracts to the Prep Schools' Bursar or other colleagues as required
- Catering contract management is the responsibility of Charterhouse. The Business Manager will monitor daily service delivery and report issues accordingly
- Management of local (non-group) contracts for services provision at the site

## Estates and grounds

- Line management of the Estates Manager, to ensure maintenance of the school's building, facilities and vehicles
- Ensuring that the Estates Manager is completing compliance activities and that records are up to date and filed appropriately
- Ensuring plans of work are prepared for both term-time and holiday periods.
- Line management of the Head of Grounds to ensure pitches and gardens are well maintained and ready to host daily sports requirements of the school or any other events being held outside
- Management of local (non-group) contracts for services provision at the site

### Fleet management / school transport

- Ensure appropriate management and maintenance of the school's vehicle fleet, ensuring all vehicles are safe, compliant and fit for daily use
- Ensure full compliance with transport regulations, safeguarding requirements, and health and safety standards
- Implement and review transport policies and procedures to improve efficiency, reliability, and pupil safety

### Finance

- Ownership of the budgets of the teams managed by this role
- Identification and delivery (where applicable) of opportunities to improve the efficiency of school operations and maintenance
- Making interventions or escalating appropriately when financial reports indicate a risk of overspending
- Channelling non-routine financial matters discussed at SLT to the Prep Schools' Bursar (e.g. where new spends are being proposed)
- Review and approval of support services related invoices up to defined thresholds
- Local point of contact for insurance claims and related information requirements

### Committees and compliance

- Member of the senior leadership team
- Ensure compliance with relevant rules, regulations and guidance, with particular attention to ISSR 3 (Welfare, Health and Safety of Pupils) and ISSR 5 (Standard of Premises and Accommodation)
- Delegated responsibility for health and safety, ensuring the day-to-day maintenance and development of safe working practices and conditions for staff, pupils, visitors, contractors and any other person using the premises or engaged in activities sponsored by the school
- Chair the local Health & Safety Committee and prepare reports for the Prep Schools' Bursar, including relevant statistics, trends and discussion of issues
- Chair the local Support Heads of Department committee
- Attendance at the school's local governance committee to present and discuss relevant items, liaising as required with the Prep Schools' Bursar on matters needing to go to the Prep Schools' Committee

### Business management and school events

- Liaising with commercial colleagues to ensure that lettings activities dovetail with the daily running of the school and with operational and maintenance plans
- Directing third-party enquiries about use of facilities to commercial colleagues
- Primary contact for the parent supporter group



# The Candidate

## Qualifications

### Essential

- Driving licence

### Desirable

- Educated to degree level

## Experience

### Essential

- Background in facilities / estate management, school administration and / or operations management
- Experience in managing budgets
- Experience in managing teams, co-ordinating operations and ensuring organisational processes run smoothly
- Proven ability to establish and maintain excellent working relationships (both internal and external) at all levels
- Knowledge of UK health and safety legislation

### Desirable

- Experience of working in a school environment
- Knowledge and experience of ISI regulations and inspections
- Experience of 'Safer Recruitment' in schools

## Skills

### Essential

- Management and administration
- Good IT skills and an ability to learn how to use new systems
- Excellent oral and written English
- Good organisational skills and the ability to meet deadlines
- Ability to effectively manage budgets
- Ability to communicate confidently and professionally to a wide variety of staff and stakeholders

### Desirable

- Microsoft Office and ISAMs experience





## Personal attributes

### Essential

- Proactive and decisive
- Ability to be flexible and undertake tasks at all levels
- A commitment to safeguarding and promoting the welfare of children and young people
- High levels of personal and professional integrity, exercising tactfulness and maintaining confidentiality as necessary

# Why choose Windlesham House School?

This is a full time, 52 week position. This position attracts a salary of circa £60,000 per annum. Other benefits include

- Access to a Group Personal Pension Plan (GPPP)
- Cash health plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every three years)
- Membership of the school's nine-hole golf course at a reduced subscription
- Participation in a 'cycle to work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during your normal working day (term time only)
- Five weeks paid holiday plus statutory English bank holidays
- Free parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- Continuing professional development as part of our talent management programme
- Invitations to school productions and concerts throughout the year

# Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the school, they must report any concerns to the school's designated safeguarding lead.

- Windlesham House is part of the Charterhouse family of schools

## How to apply

Completed applications should be emailed to [hr@windlesham.com](mailto:hr@windlesham.com) at latest by Monday 4 May at 9.00am. First and second round interviews will take place week commencing 11 May. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. To apply, please complete the application form which is available on our website.

### Important instructions for applicants

- Your application should include a covering letter no more than two A4 pages summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.





# Recruitment and selection

Windlesham House is fully committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. All applicants will undergo thorough child-protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974.

As part of our safer recruitment procedures, the school conducts comprehensive pre-employment checks, seeks references and carries out an Enhanced DBS check, along with any other checks required by statutory guidance, for the successful candidate.

We follow the Disclosure & Barring Service (DBS) Code of Practice and maintain a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will be asked to declare any relevant convictions, adult cautions or other matters that may affect your suitability to work with children.

Due to amendments to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and must not be disclosed to potential employers. These cannot be taken into account during the recruitment process. Full guidance will be provided when you are invited to interview.

Once appointed, you will have a responsibility to promote and safeguard the welfare of all children and young people in the school. This includes adhering to, and ensuring full compliance with, the school's Child Protection Policy at all times. Any concerns about the actual or potential safety or welfare of a child must be reported immediately to the Designated Safeguarding Lead or the Head.

Windlesham House is an equal opportunities employer. If you require any reasonable adjustments during the application or interview process, please let us know at the earliest opportunity.

## Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

# Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4–13, where tradition meets innovation and every child is encouraged to be creative, courageous and successful. As the oldest prep school in the country (est. 1837) and the first to become co-educational (1967), we have always led the way in embracing new ideas. We are progressive and forward-thinking in our ethos while remaining deeply proud of our traditions and rich heritage.

With a strong focus on wellbeing, every pupil benefits from a first class and truly distinctive education, enriched by exceptional opportunities both inside and outside the classroom. Set in the glorious South Downs, our grounds are alive with children building dens, climbing trees, playing golf and collecting eggs from our chickens - a vibrant environment that inspires.

Our outstanding programmes, including world languages and sports academies, have earned recognition across all areas of our educational offering providing exciting pathways. As one parent recently commented, "Windlesham House continues to thrive and nurture future generations of exceptional children."

To learn more about the school, please explore our [website](#).

## A breath of fresh air

When you think back to your own childhood, which moments shine the brightest? Perhaps days spent exploring the outdoors, playing freely with friends, and discovering new skills. At Windlesham, these moments aren't just memories — they're everyday experiences.

Our beautiful 70 acres of grassland and woodland, nestled at the foothills of the South Downs, give children the space to learn, roam and simply be children. Our long-standing tradition of no school uniform (within reason!) helps pupils feel at ease in their home away from home, encouraging a sense of comfort and belonging.

There is plenty of wildlife to spot from grazing deer and hidden badgers to pheasants and a kaleidoscope of birds. With more than a thousand trees to climb, there is endless potential for treehouses, dens and the kind of imaginative adventures that stay with you for a lifetime.





## Our values

We take immense pride in each child's individual journey and in the young person they become along the way. At Windlesham House, pupils are encouraged to stay curious, to think creatively and to celebrate the successes of others. We nurture a strong sense of commitment in everything they do and inspire them to make a meaningful contribution to their community. Above all, we want our pupils to show kindness, empathy and care - qualities that shape confident, grounded and compassionate young people.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

**“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”**

*Ben Evans, Head*



**Windlesham  
House School**

Est. 1637

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