

School Business Manager

John Spence Community High School North Shields, North Tyneside

New Headteacher. New chapter. And a School Business Manager post with real scope to shape how this school runs.

John Spence Community High School is a proud, values-led secondary school in North Tyneside, and is part of Pele Trust. It has a new Headteacher taking up post in September 2026, strong operational foundations already in place, and an appetite to do more. The next School Business Manager can help decide what that looks like.

SALARY

£39,862 to £44,075

Pay award pending.

CONTRACT

Full time, all year

Permanent.

Start as soon as possible.

CLOSING DATE

Friday 21 August

12 midday.

Interviews Thursday 27 August 2026.

The opportunity

Schools really are the best places to work; there is always joy to be found somewhere. The remit of the School Business Manager is broad: finance and budget oversight, estates and health and safety compliance, HR administration and staffing processes, communications and information management, line management of professional support colleagues - it's quite a range!

That breadth is the appeal of the job. No two days as an SBM are the same, and what holds it all together is the commitment everyone here shares: doing what is right for our pupils.

Why our school?

School Business Managers in Pele Trust are not left to work things out alone. You will be part of a network of SBM colleagues across fourteen schools who deal with the same problems you do.

Support is also practical. Central Services runs the heavy lifting on operational and statutory financial reporting and returns, technical employment relations work and compliance frameworks. What that leaves you is the part of the job that actually improves the school.

What you will do

- Lead school operations, ensuring the resources and systems in place support the educational aims of the school
- Own day to day oversight of the school's operational budget, identifying efficiencies, value for money and income generation, and making sure financial procedures stand up to internal and external scrutiny
- Act as school lead for the site and health and safety, including oversight of the site team, site contracts and an extensive schedule of lettings
- Support HR and workforce processes at school level: recruitment, appraisal, absence management, cover and workforce planning
- Promote the profile of the school through social media, websites, newsletters and other stakeholder communications
- Ensure the school is implementing Pele Trust operational and people centric policies and procedures
- Sit as an outward facing member of the school's senior leadership team, and prepare reports for the Academy Committee and the Trust when required

About John Spence

John Spence is an 11 to 16 community high school in North Shields, serving a richly diverse community. Around half of its pupils are disadvantaged, and many bring complex needs, experiences and strengths.

The school is values-led, with a clear and lived ethos. At its heart sits the principle that every young person should leave school resilient, skilled and considerate. That is not a strapline. It shapes expectations, relationships and daily practice. John Spence is central to the Trust's presence in North Tyneside.

Who we are looking for

We are looking for a strong operational leader. Someone who gets things done, who brings people with them, and who understands that good systems and good people are what make a school work. School experience is not essential. If you have run operations well somewhere else and you want to do it somewhere the work really matters, then we are interested in hearing from you.

- Demonstrable operational experience and skills that are transferrable to the role, and a good standard of education or training meeting the minimum requirements of the job description
- Experience of managing a large budget, team or operation, although not necessarily in a school
- Highly confident in managing conflicting deadlines and frequent interruptions, without losing sight of your most important stakeholders and customers
- Able to work with minimum supervision, and equally able to work as part of a team
- Credible with staff, governors, contractors and families alike, and comfortable being visible internally and externally

About Pele Trust

Pele Trust is a multi-academy trust of fourteen schools in Northumberland and North Tyneside, eleven primary and three secondary, serving pupils aged 3 to 18. Our schools came together by choice and work genuinely closely, supporting and challenging each other while each keeps its own identity and its own relationship with its community.

Professional Support Staff are employed on NJC terms and conditions, with 26 days annual leave rising to 31 days after five years service, nationally agreed pay scales, and access to the Local Government Pension Scheme with attractive employer contribution rates.

Key details

SCHOOL

John Spence Community High School, Preston Road, North Shields, NE29 9PU

SALARY

Band 8 (SCP 29 to 33), £39,862 to £44,075, pay award pending

CONTRACT

Full time, all year round, permanent

RESPONSIBLE TO

Headteacher, with a dotted line to the Chief Operating Officer

START DATE

As soon as possible

INTERVIEWS

Thursday 27 August 2026

CLOSING DATE

Friday 21 August 2026, 12 midday

Applications by email to
c.leightley@peletrust.org.uk

How to apply, visits and enquiries

Please send a completed [application form](#) together with a covering letter of no more than two sides of A4, setting out your suitability for the post, to Claire Leightley at c.leightley@peletrust.org.uk by 12 midday on Friday 21 August 2026. For an informal and confidential discussion about the post, please contact Claire Leightley, Chief Operating Officer, at the same address.

References for shortlisted candidates will be sought in advance of interview, so please make sure your referees are aware of possible requests. Pre-appointment checks in accordance with Keeping Children Safe in Education will be undertaken before interview. Pele Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check and full pre-appointment disclosure checks, which includes social media searches. This post is exempt from the Rehabilitation of Offenders Act 1974.