



Business Manager

Hillview Salary Range 14 Point 57-62 (£75,885-£85,491)

This is a full time, all-year round position

This is a fantastic opportunity for an ambitious finance and operations professional who wants to make a real difference. If you combine strong financial expertise with strategic vision, high levels of organisation and Trust management, inspirational leadership and a commitment to improving the lives of young people, we would love to hear from you.

As our Business Manager, you will play a pivotal role in the leadership of the Hillview School for Girls, driving financial sustainability, operational excellence and the development of our facilities. Working as a key member of the Senior Leadership Team, you will help shape the future direction of the school, proactively and positively impacting on the working lives of the Hillview team, and ensuring that Hillview continues to thrive while retaining the individuality, creativity and ambition that makes our community so special.

We are seeking a Business Manager to strategically manage and deploy the Academy's finances and facilities, ensuring that we retain our individuality as a school and our creative and aspirational ethos. This is far more than a traditional finance or site management role as you will influence strategic decision-making, lead key projects, manage significant resources and play a lead role in securing the smooth running of the school and long-term Trust resource management and deployment.

WHY CHOOSE US?

At Hillview, we are proud of our inclusive, vibrant and forward-thinking community. We believe every student deserves the opportunity to succeed, and every member of staff has a vital role to play in making that happen.

We celebrate individuality, encourage innovation and foster a culture where people feel valued, supported and empowered to develop professionally. As part of our collaborative and ambitious leadership team, you will have the opportunity to make a lasting impact on the future of our school.

This role would suit an experienced School Business Manager seeking their next challenge or an accomplished finance professional looking to bring their expertise into education. Hillview is a Single Academy Trust and as such any prospective candidates should ensure that they understand the full width and scope of the role. This role offers a rare opportunity to influence whole-school strategy, lead transformational projects and contribute directly to the success of our students and staff.

Applicants must have a degree in Accountancy and/or a minimum Level 4 Diploma in School Business Management to be considered for this position.

Please use the contact details below if you would like the opportunity to tour the school or to discuss the role informally before making an application.

Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: dennetta@hillview.kent.sch.uk

Tel: 01732 352793 Ext 180

Closing date: Wednesday 11 November 2026

Interviews: Wednesday 18 November 2026

(The school may interview early in the case of an exceptional candidate)

Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.