



Marlborough House Vinehall

A REPTON SCHOOL

Business Manager

Closing Date: Wednesday 27th May 2026



Marlborough House Vinehall

Marlborough House Vinehall is a leading co-educational boarding and day school for children aged 2 to 13, and a proud member of the Repton Family of Schools. United by a forward-thinking, outward-looking philosophy, our family of schools is committed to preparing children with the skills, confidence, and character needed to thrive in a rapidly changing world.

Set within 50 acres of beautiful East Sussex countryside, Marlborough House Vinehall offers a unique educational experience where children flourish in a nurturing, family-focused environment. We believe in balancing academic success with the joy of childhood, ensuring every pupil has the opportunity to grow both intellectually and personally.

Small class sizes and individual attention allow each child to reach their full potential. Our broad curriculum combines academic rigour with rich opportunities in the arts, sport, and outdoor learning, enabling pupils to discover and develop their talents.

Boarding lies at the heart of school life. With full, weekly, and flexible options, pupils build independence, resilience, and lasting friendships within a warm, supportive community that feels like a home away from home.

Beyond the classroom, pupils engage in a wide range of activities, from music and drama to sport and outdoor adventure. Every success is celebrated, fostering confidence and independence.

Marlborough House Vinehall is a place where children are known, inspired, and encouraged to aim high – growing into well-rounded individuals ready for the next stage of their journey.

Overview of the Role

The Business Manager will be a key member of the Senior Leadership Team, working in close partnership with the Head to support the strategic and operational leadership of the school.

The role provides a vital link between the day-to-day management of the school and the Governing Body, ensuring that financial, operational and compliance functions are delivered efficiently, sustainably and in line with the school's long-term vision.



Key Responsibilities

Strategic Leadership

- Work alongside the Head and wider SLT to develop and deliver the school's strategic plan.
- Provide accurate, relevant and timely information to the Head and Governors in relation to financial planning, risk management and operational strategy.
- Attend and contribute to Governing Body meetings and relevant committees.
- Lead on the preparation of key strategic and operational reports.
- Work closely with Repton central office to ensure maximum synergy and efficiencies from the central service model.

Financial Management

- Working closely with the Finance Team, lead the preparation and management of the annual budget and longer-term financial forecasts.
- Monitor income and expenditure along with routine year-end forecasts, ensuring strong financial control and value for money.

- Oversee recommendations for Governing Body fee-setting, routine billing and debt management processes.
- Ensure compliance with financial regulations, audit requirements and reporting standards.
- Manage relationships with auditors, insurers and financial advisors either directly or via Repton central office.
- Lead on an increased commercialisation and income generation of the school's grounds and assets.

Operations & Estates

- Working closely with the Estates Manager, oversee the effective management of the school site, including maintenance, development and health & safety compliance.
- Lead on estates planning and capital projects.
- Ensure the school operates efficiently on a day-to-day basis, including transport, catering, and cleaning services.

- Manage contracts and procurement to ensure quality and cost-effectiveness along with policy compliance.

- Lead on inspections preparation (e.g. ISI) from an operational and compliance standpoint.

Human Resources

- Working closely with the HR Officer, oversee the HR processes including recruitment, contracts, payroll liaison, and staff records.
- Ensure compliance with employment law and safeguarding requirements, liaising with Repton central office as required.
- Support the Head in workforce planning and organisational structure.
- Contribute to staff wellbeing and a professional organisational culture.

Compliance & Risk

- Ensure the school meets all regulatory and statutory requirements.
- Maintain and monitor risk registers and take responsibility for a suite of H&S policies.
- Oversee safeguarding compliance from an operational perspective in conjunction with the DSL.

Governance & Liaison

(although there is a separate Clerk to the Governors)

- Act as a key point of contact between the school and the Governing Body.
- Support the Chair of Governors and committee leads with reporting and information.
- Ensure Governors are well-informed on financial and operational matters.
- Contribute to effective governance and accountability.





Person Specification

Essential

- Strong financial and operational management experience.
- Excellent organisational and strategic thinking skills.
- Ability to work collaboratively at senior leadership level.
- High levels of integrity, discretion and professionalism.
- Strong communication skills, including the ability to present to Governors.

Desirable

- Experience in an educational setting, ideally independent or prep school sector.
- Relevant professional qualification (e.g. ACA, ACCA, CIMA, CIPD).
- Experience of estates or project management.

Reporting Structure

- Reports directly to the Head.
- Works closely with the Chair of Governors and relevant committees.
- Line manages finance, estates, catering, and administrative support staff.

Key Relationships

- Head and Senior Leadership Team
- Governing Body
- Repton central office
- Teaching and support staff
- Parents and external stakeholders
- Professional advisors and contractors

Benefits of working at Marlborough House Vinehall

- An attractive and highly competitive package, commensurate with the seniority of the post and based on qualifications, skills and the scale of prior experience.
- Opportunities for Continuous Professional Development.
- A strong, supportive staff community.
- Fee remission for Staff children.
- A beautiful campus and exceptional facilities.

General Requirements

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must cooperate with the School to enable it to comply with its legal duties for Health and Safety.

Marlborough House Vinehall is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment.

Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with the School's and local Safeguarding Board stipulations.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Summary

This is a pivotal role within the school, combining strategic influence with operational leadership. The Business Manager will play a central part in ensuring the school is financially robust, operationally efficient, leveraging maximum benefit from the Group model and ultimately as well-positioned as possible to deliver its educational vision.

Application Process

Application deadline: 27th May 2026

Interviews: W/B - 1st June 2026 (*date dependent on availability of applicants and panel*)

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