



**Westminster
Abbey**
Choir School

Application pack



School Business Manager

Salary: £57,335 per annum

Full Time – Permanent

Closing date:

5 December 2025

Westminster Abbey Choir School

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A letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in Westminster Abbey Choir School. Our school is an incredibly special place. There is no doubt that the role of School Business Manager at our school is an exceptional opportunity for a highly organised, approachable and flexible professional. The pupils at our school are articulate, thoughtful and incredibly responsible young people. Their love of learning and exceptional musical talents mean that they are a joy to teach. As a full boarding community, the Choir School can often feel like an extended family and relationships between the boys are generally excellent. The staff team are an integral support network and work hard to ensure that all of our boarders cope with the significant demands of their busy schedule.

We are looking for an enthusiastic School Business Manager to support the Headteacher in the overall running and administration of the Choir School. The School Business Manager will have particular responsibility for ensuring the smooth running of the school's financial management and administration, its property maintenance, human resources, health & safety, compliance and operational oversight to ensure the school runs efficiently and meets statutory requirements. If you have any questions about the role, I would be delighted to answer them and I can be contacted through my PA at wacsoffice@westminster-abbey.org. I can thoroughly recommend working at the Choir School – I may be biased, but I think it is a once in a lifetime opportunity!

Best wishes,

A handwritten signature in black ink, appearing to read 'Emma', with a stylized flourish at the end.

Dr Emma Margrett
Headteacher



About Westminster Abbey Choir School

Westminster Abbey Choir School is a remarkable school. It exists to educate and care for around 30 boy choristers of Westminster Abbey. Unique amongst choir schools, Westminster Abbey Choir School admits only singing boys, who are boarders in the relative peace and calm of Dean's Yard in the centre of London. It is thus a small, tightly knit community, with a strong sense of shared purpose both among pupils and between pupils and teachers. The school has a warm, cooperative atmosphere in which flexibility and teamwork are key to the smooth running of the boys' busy timetable.

Boys are selected by audition and academic test at the age of seven to start at the school in Year 4. At age 13 they normally move on to one of a wide range of leading schools, to which the great majority win music scholarships.

In addition to providing outstanding musical training, Westminster Abbey Choir School also maintains a full academic curriculum leading to the Common Entrance Examination at 13+, and in some cases to academic scholarships to senior schools. High standards are expected of both pupils and teachers. This inevitably makes for a busy weekly schedule in which academic and musical commitments have to be balanced.

The school is generously staffed with eight full time and five part time academic staff, eleven support staff and 16 peripatetic music staff. As a department of Westminster Abbey, the school forms part of the Abbey's overall administrative structure drawing on its maintenance, finance, IT and human resources departments.

In a school of this size, staff get to know each boy very well indeed and around ten of the staff live on the premises. Central to the school's ethos is an informal, supportive atmosphere in which all of its members – pupils and staff – treat one another with consideration and respect. Indeed, this culture is common to the whole community of Westminster Abbey.

The close relationship with Westminster Abbey brings a special dimension to the school. The boys sing in the Abbey almost every day of the week and develop a special affinity and love for this church, which is both an ancient place of Christian worship and a high-profile national symbol. They are regularly called upon to sing at special occasions such as the state funeral of HM Queen Elizabeth II and the Coronation of HM King Charles III. They also give public concerts both here and abroad, and make recordings. Their touring schedule is also recommencing during the 2025-2026 academic year with our first tour taking place to America in April 2026.

Outside the normal run of singing and academic lessons, there is a busy programme of extra-curricular activities. In addition to the usual array of sports, boys may be found in a range of pastimes, from dungeons and dragons and climbing to Lego and chess. A special feature of the school year are the periods leading up to Christmas and Easter when the choristers are required to sing in Westminster Abbey. The boys eagerly look forward to these periods and the school continues with a programme of seasonal events.

The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the Choir School website: [Policies | Westminster Abbey Choir School](#)

About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560. The Abbey is formally known as the Collegiate Church of St Peter in Westminster.

We are a welcoming community, but also complex and multi-faceted, with over 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Following the State Funeral of Her late Majesty Queen Elizabeth II and the Coronation of Their Majesties The King and Queen, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over 1.3 million visitors from around the world every year. As we receive no regular income from the State, the Church of England or the Crown, we rely almost entirely on income from visitors, with thriving retail, catering and event businesses making a significant contribution to that income.

It is an exciting time to become part of the Abbey community, and we look forward to receiving your application and, if successful, welcoming your contribution to the Abbey's history.

Job Description

Job Title	School Business Manager (including Governance responsibilities)
Accountable To	The Headteacher (and as Clerk to the Governors: The Chairman of Governors) of the Choir School.
Responsible For	The School Caretaker and the School Cleaning Team. The postholder will also work collaboratively with the PA to the Headteacher, the Day Matron/Housekeeper and members of the Finance and Human Resources Department.
Key Relationships	• Internally: All Choir School staff, School Governors, Parents, Music Department, Finance, Human Resources, Health and Safety Adviser(s), Chief Beadle, Clerk of the Works, Superintendent of Cleaners. • Externally: Catering and other contractors/agencies
Job Summary	Support the Headteacher in the overall running and administration of the Choir School. The School Business Manager will have particular responsibility for ensuring the smooth running of the school's financial management and administration, its property maintenance, human resources, health & safety, compliance and operational oversight to ensure the school runs efficiently and meets statutory requirements.
Background	Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising over 300 employees and a greater number of volunteers. The Choir School is an integral part of the Abbey with up to 30 students performing at Abbey services and events on a daily basis.

MAIN DUTIES AND RESPONSIBILITIES

Choir School

- Undertake operational duties commensurate with the nature of the post to enable the effective running of the school on a daily basis.
- Provide business support and administrative assistance to the Headteacher and their PA.
- Working with key departments such as finance, human resources and music to establish a successful working relationship that is goal focused.
- Manage staff recruitment administration, in conjunction with the Abbey's HR department and in accordance with the Choir School's [Safeguarding policy](#) and agreed Safer Recruitment Procedure, including undertaking pre-employment checks.
- Ensure that the Single Central Register of recruitment is complete and kept up to date, in consultation with the Abbey's HR Department where necessary.

- Maintain records of staff absence, including holidays and sickness, on the Abbey's HR system (iTrent). Advise the Abbey's HR Department of any absence and/or staff changes, which require payroll action. Assist the Headteacher with the arrangements for staff cover (teaching staff or non-teaching staff) where required.
- Liaising with payroll and the HR Departments to complete appropriate forms to ensure contractual and payroll information is produced and accurately maintained.
- Liaising with the ICT Department to ensure that all systems run efficiently and support the school appropriately.
- Responsibility for continuous improvement and professional development of administrative processes.

Maintenance, Compliance, Health and Safety

- To be responsible for *(in conjunction with the Abbey's Data Protection officer and ICT department)*, data protection/GDPR within the Choir School.
- Act as Responsible Person for the Choir School in accordance with the Abbey's and the Choir School's Health and Safety policies.
- Ensure that staff are made aware of, and adhere to, their responsibilities for Health and Safety. Ensure that Risk Assessments are completed as required, PAT and other testing of equipment is carried out on schedule and records are maintained. Liaise with the Abbey's Health and Safety Adviser and Fire Safety Officer as appropriate.
- To support the Headteacher and be responsible for enterprise risk management.
- To support with all school inspections:
 - Ensure that the school adheres to the Independent Schools Standards Regulations (ISSRs) and the National Minimum Standards (NMS) for boarding schools in respect of relevant compliance, including maintaining up to date records.
- Draft and regularly review policies in respect of welfare, health and safety and the school premises.
- Liaise with the Clerk of the Works Department to ensure that the Choir School is properly maintained.
- Take responsibility for the maintenance, insurance and taxation of the school minibus in consultation with the Abbey's HR department.
- Arrange minibus driver training for school staff as appropriate.

Choir School Finance

- Produce an annual budget for the Choir School in consultation with the Headteacher and the Abbey's Director of Finance. Monitor and re-forecast the budget, analyse variances and report on budget performance to the Headteacher and the School's Finance and General Purposes Committee.
- Undertake financial administration of delegated areas including approving invoices for payment, preparing school fee accounts and accounting for petty cash payments.
- Provide information for the Finance and General Purposes Committee to assist the process for determining fees.

- Receive and analyse applications for Fees Assistance and provide information to the Finance and General Purposes Committee and Bursary Panel. Advise parents of the outcome of applications.
- Allocate funds for the disbursement of Fees Assistance in consultation with the Financial Controller.
- Expedite payments of unpaid fees reporting serious cases to the Headteacher and Finance and General Purposes Committee for further action.

Catering contract

- Hold overall responsibility for the day-to-day oversight of the Choir School catering contract. Meet regularly with the Catering Manager and Regional Operations Manager to ensure that the service is provided within the agreed contract provisions and within budget.

Governance

- Act as Clerk to the Governors. Agree and circulate Agendas and Papers for meetings of the full Governing Body and of the two Committees; attend all meetings and ensure all supporting papers are uploaded onto the Governor portal with sufficient notice.
- Provide assistance to the Governors on matters relating to the discharge of their responsibilities.

Safeguarding

Westminster Abbey Choir School is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the website: [s11-safeguarding-policy-september-2025.pdf](#)

Person Specification

This section outlines the knowledge, skills and abilities the jobholder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the jobholder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the jobholder can be trained to do.

Essential

Qualifications:

- Degree or equivalent professional qualification.
- Evidence of continuing professional development.
- Knowledge of relevant legislation (e.g., safeguarding, health & safety, employment law).

Skills/Aptitudes:

- Excellent written and verbal communication skills and good numeracy skills
- A good knowledge of IT skills, including Microsoft Word and advanced Excel skills and the ability to maintain a Visual database (iTrent)
- Highly organised, and able to demonstrate this within your work and with your colleagues
- Collaborative and understand the need for working with a unified approach
- A strong relationship builder
- Able to juggle competing priorities and have excellent attention to detail with your work, especially when reviewing high profile contracts and school reports
- Confident to plan own work to meet deadlines, work unsupervised and act on initiative when required
- A good working knowledge of Safeguarding and Safer Recruitment in Education
- A good working knowledge of Health and Safety and Risk Assessment legislation as it relates to a boarding school environment
- A strong understanding of the requirements of Data Protection legislation, and be able to apply these
- The ability to use influencing skills to achieve results in sensitive circumstances
- Confident to effectively motivate, manage and support a member of staff
- The ability to plan and manage projects

Knowledge/Experience:

- Proven experience in financial and operational management within an educational or similar setting.
- Strong knowledge of budgeting, HR processes, payroll and compliance requirements.
- Demonstrated ability to oversee estates, facilities, and health & safety.
- High level of IT literacy (finance systems, MS Office, MIS).
- Excellent organisational, analytical, and communication skills.
- Ability to work collaboratively with senior leaders and external stakeholders.
- Ability to lead and motivate teams across multiple functions.
- Effective communication and interpersonal skills for dealing with staff, parents, and external stakeholders.

Personal Attributes:

- Ability to work effectively as part of a small team, and build excellent working relationships with all departments in the Abbey
- Ability to maintain confidentiality at all times and act with tact and diplomacy
- Commitment to the ethos and values of the Abbey and confidence to promote these through conduct of the role
- A self-sufficient and a self-motivated individual who is able to operate under your own initiatives, whilst working towards an agreed set of deliverables
- A flexible approach, able to work additional hours as circumstances demand

Working for us

Employment Status

This post is full time and permanent.

Salary

The full-time salary is £57,355 per annum. Salary is paid on the last Friday of each month.

Working Hours

These are 40 hours per week between Monday and Friday.

Annual Holidays

From 1 January 2026 full-time holiday entitlement of 33 days per annum including recognised public holidays.

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Notice Period

After successful completion of the probationary period, the notice period required by either party to terminate employment will be three (3) months.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Equality Statement and How to apply

The Dean and Chapter aim at all times to recruit the person who is most suited to the job.

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please complete the Equal Opportunities Monitoring form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Application Materials

Your online application should include:

1. The online completed application form;
2. Fully completed online supporting statement showing how you meet the requirements listed in the Person Specification;
3. Please also include your particular interest in this post within the supporting statement section of the online application form.

As well as your previous work experience, tell us about other relevant experience and your leisure and other interests. Clear information on how you meet the overall requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please note that, unless you advise otherwise, we will normally seek to contact referees prior to interview.

The closing date for applications is: **5 December 2025.**

Pre-Interview and Appointment Requirements

Shortlisted candidates will be required to provide proof of identity and right to work in the UK when attending for interview. As part of the pre-interview process, references will be contacted in advance, and an online search will be conducted in line with safer recruitment practices.

All appointments are subject to the following conditions:

- Satisfactory health clearance
- Documentary evidence of all qualifications claimed
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS)
- A minimum of two references deemed satisfactory by Westminster Abbey Choir School
- Completion of an online search

Please note that it is the School's policy to verify all references and, in line with best practice, to ascertain the reasons for the termination of any previous employment where a candidate has worked with children.

The role will be subject to a probationary period of six months.

Criminal Record Self-Declaration

Only applicants who have been shortlisted will be asked to complete a self-declaration regarding any criminal record or other information that may make them unsuitable for the position. Any convictions disclosed or revealed through the DBS check will be considered on a case-by-case basis. Shortlisted candidates will be asked whether they hold a current DBS certificate and to provide the date of their most recent check.

Interviews are most likely to be held the week commencing 8 December 2025.

If you would like to learn more about the post before applying then you are very welcome to contact the Headteacher of Westminster Abbey Choir School, Dr Emma Margrett, via her PA on 020 7654 4918 or email: wacsoffice@westminster-abbey.org.

Please also note that the school website contains further information which informally give an insight into life at the Choir School: <http://www.westminster-abbey.org/choir-school>.