



Haslingden High School and Sixth Form

Broadway, Haslingden, Rossendale
Lancashire BB4 4EY
Tel: 01706 215726

11-18 Mixed Comprehensive
Headteacher: Mark Jackson BSc (Hons) MA

Business Manager

To be negotiated, but no later than 1 June 2021

Full time (37 hours p/w), full year

Salary: Grade 12 pt 44 – 48 (£47,847 - £51,903)

Governors of this high achieving, 11-18 school are seeking to appoint a school business manager to join the senior leadership team and play a key role in the school's quest for the highest standards in all that it does. The successful candidate will have a varied role which includes managing a range of aspects of school life including the budget and associated financial systems, the school site and line management of the associated teams, health and safety and HR issues relating to support staff. The school operates its own payroll system and the role will involve supporting the assistant business manager in ensuring this runs smoothly and efficiently. The successful candidate must have a high level of finance and accounting skills.

We are committed to safeguarding and promoting the welfare of children and expect the successful candidate to share this commitment. This post is subject to Enhanced DBS Clearance.

The closing date for applications is **Tuesday 5 January 2021 at 9.00 am**, with the recruitment process taking place on **Tuesday 26 January and Wednesday 27 January 2021**.