



Haslingden High School and Sixth Form

Broadway, Haslingden, Lancashire, BB4 4EY
www.haslingdenhigh.com

Tel: 01706 215726

Fax: 01706 219861

school@haslingdenhigh.com

Twitter: @HaslingdenHigh

November 2020

Dear applicant

Thank you for your interest in the position of school business manager which has arisen due to the retirement of the previous post holder after 14 years of loyal service to the school. The successful candidate will be a member of the senior leadership team and 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 and be honest, reliable, hardworking and flexible.

A school background might be an advantage, but is not essential, as there will be a significant handover period with the current postholder and the school will fully support any training needs that are required. Given the diverse nature of the role, it is essential that the successful candidate is approachable, with excellent communication and interpersonal skills and is able to work calmly and effectively even when under pressure.

Haslingden High School is a high achieving, 11-18 comprehensive school, which enjoys an excellent reputation locally and beyond. The school is regularly, heavily over-subscribed for the 270 places available in Year 7 each year. We have a thriving sixth form with over 250 students studying mainly a range of Level 3 courses. We are a truly comprehensive school welcoming students of all backgrounds and abilities. We are the largest maintained school in Lancashire, with over 1600 students on roll. There are 100 members of the teaching staff and 75 support staff. Our supportive governing body provides clear direction and is very involved in the life of the school.

School finances have been squeezed in recent years, especially for those with sixth forms and seeking value for money in all aspects of school life has been a necessity for all schools. We have an annual budget of just over £8m, including £1.2m for the sixth form. We are responsible for the management of our catering, cleaning and site teams. Each of these areas has a dedicated lead and the business manager line manages each of these. We have a large site to manage, with significant playing fields and four buildings of varying ages. The three members of the site team work exceptionally hard to ensure children are educated in a safe, well-presented environment with some fantastic facilities. In addition to the three members of the site team, we have an AV technician with some site responsibilities who lives on the school grounds. The site team manage the lettings in the evenings and at the weekend, though there are not significant numbers of community users of our facilities. The successful candidate will manage all aspects of the site and health and safety in partnership with the site managers. A willingness to undertake accredited health and safety training is essential.

We manage our own payroll and our assistant business manager is a highly competent user of Sage, the software package used to manage our payroll. The current business manager has a working knowledge of Sage and a commitment to undertake training in this area would be a pre-requisite if the successful applicant was not familiar with this package. Alongside running our own payroll, we are responsible for all aspects of personnel, including the recruitment process and contracts of employment. The business manager works closely with Kay Turner, my PA, to ensure that all relevant checks and paperwork are completed for all employees.

'Achievement for All'

Headteacher: Mr M Jackson BSC (Hons) MA

We take great pride that the whole school community, both teachers and support staff are united by our school motto, 'Achievement for All' and each member of staff is committed to providing each student with the best possible life chances. The successful candidate will join our friendly, supportive and highly committed senior leadership team which comprises of headteacher, two deputy headteachers, six assistant headteachers and business manager. In practice, we operate as a cohesive team and there is a collaborative approach to school improvement where each member of the team is equally valued. From September 2021, Russell Clarke, currently Deputy Headteacher at the school, will take over the headship following my retirement.

Should you decide to apply for this post please complete the application form fully and provide a supporting letter, not more than two sides of A4. This should demonstrate your understanding of the position as well as addressing why you have applied for this post, your personal skills and attributes and outlining how your experience is relevant to this post, including the impact this has had in previous roles.

If you would like to discuss any aspects of the role by telephone or would like to arrange a pre-visit, please contact me via my PA, Kay Turner: kturner@haslingdenhigh.com

Best wishes

A handwritten signature in black ink that reads "MJ Jackson". The initials "MJ" are written in a stylized, cursive font, followed by the name "Jackson" in a similar cursive style.

Mark Jackson
Headteacher