



Haslingden High School and Sixth Form

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

11-18 Mixed Comprehensive
Headteacher: Russell Clarke BA (Hons)

Business Manager

1 March 2022 (or sooner if possible)

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 our passionate and experienced senior leadership team. **'Achievement for All'** lies at the heart of our school aims and the postholder will play a key role in ensuring the school maintains the highest standards in all that it does. The school business manager position is a varied role which includes managing the budget and associated financial systems, the school site, health and safety and HR issues relating to support staff as well as the line management of the relevant team leaders. The school operates its own payroll system and this 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.

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 **Wednesday 5 January 2022 at 9.00 am**, with the recruitment process taking place on **Thursday 20 and Friday 21 January 2022**