



Haslingden High School and Sixth Form

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November 2021

Dear applicant

Thank you for your interest in the position of school business manager at Haslingden High School and Sixth Form. '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.

A school background might be an advantage, but it is not essential, and we will fully support the successful candidate with any training needs that are required depending on their experience. Given the diverse nature of the role, it is essential that the successful candidate is approachable, possesses 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 and 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, experienced governing body play a crucial role in our success and provides clear direction remaining heavily 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 and 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. We are currently awaiting LCC feasibility reports and the latest DfE conditions report to hopefully begin work on significant improvements to our existing building. 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 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 R Clarke BA (Hons)

*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 school 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. The closing date for applications is **Wednesday 5 January 2022**, with interviews scheduled for **Thursday 20 and Friday 21 January 2022**.*

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 to date 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 Kay Turner: kturner@haslingdenhigh.com

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Best wishes



Russell Clarke
Headteacher