

BUSINESS MANAGER

Required as soon as possible

Leadership spine L6-L9 (£45,213 - £48,687)

Full time role.

SALE HIGH SCHOOL

Norris Road, Sale, Greater Manchester, M33 3JR

Headteacher Jayne O'Grady B.Ed (Hons) M.Sc. NPQH

'Outcomes matter. People matter. Learning matters.'

Sale High School is a popular and highly successful mixed gender high school graded as a 'Good school with outstanding features' (June 2015).

We are proud to be the highest performing high school in Trafford on the 2018 performance tables. 2018 was another record-breaking year of results at Sale High. Students achieved widely and well across all measures.

We are seeking to appoint a suitably qualified, experienced and motivated individual to take up the post of business manager. This is a key strategic role and the successful candidate will be a member of the senior leadership team and work closely with the headteacher. They will take full responsibility for leading the finance, premises, HR and administrative functions within the school, including health and safety and all support contracts such as catering and cleaning.

The successful candidate will ideally have:

- A degree, and/or accounting qualification, and/or a school business management qualification;
- Experience of financial management and budget monitoring;
- Knowledge and experience of HR processes and working knowledge of current employment law;
- Experience of leading and managing multi-disciplinary teams;
- Experience of working in education, although this is not essential;
- The ability to work under pressure and manage a varied workload with conflicting priorities;
- Strong organisational, inter-personal and communication skills.

Please apply by submitting a completed application form and a covering letter outlining how you believe you meet our requirements and what you can offer, and submit via recruitment@salehighschool.org.uk

Closing date: 3rd December 2018 4:00pm

Interviews: W/c 10th December 2018

Only completed application forms will be considered.

We are committed to safeguarding and promoting the welfare of children, therefore the successful candidate will be required to undertake a criminal records check via the DBS (Disclosure and Barring Service)
Applications are welcomed from all sections of the community regardless of age, sex, ethnic origin, disability or sexuality.