



## HIGHER FAILSWORTH PRIMARY SCHOOL

Stansfield Road, Failsworth, Manchester M35 9EA

Tel: 0161 681 2645

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### **School Business Manager required for October 2024 - hours to be discussed with the applicant. Would consider full or part time and hours to suit the applicant and school.**

Higher Failsworth is a larger than average school with approximately 450 children (with 14 currently on EHC plans) and 50+ staff. It is a large building with many original features (it is 109 years old) which has been adapted so that space is used creatively. Higher Failsworth is within the borough of Oldham but its location means it is ideally suited to candidates living in the Greater Manchester area, being very close to Manchester city centre, motorway networks (school is 5 minutes from M60), bus routes and a Metrolink station.

Our school serves a richly diverse community and we do our utmost to ensure that each child is given every opportunity to learn and succeed.

#### **Role Overview:**

Key areas of responsibility will be:

- Finance – securing financial sustainability in the medium to longer term
- Administration – ensuring delivery of core reporting with both internal and external stakeholders
- Personnel – managing and leading the current team
- Premises – supporting the Site Manager and Kitchen Supervisor in maintaining and enhancing our current facilities and health and safety requirements and regulations

#### **The successful applicant will:**

- have a proven experience of managing budgets
- help maintain the premises and related Health and Safety procedures
- have the ability to manage a wide range of stakeholder relationships
- have experience of managing a team
- will be able to exercise discretion and confidentiality
- is forward thinking, proactive and approachable
- dynamic and willing to engage fully in the life of the school
- committed to their own professional development
- able to work as part of a successful team

#### **School will offer:**

- an environment where we believe in making learning fun and engaging
- well behaved and enthusiastic children
- a hardworking, supportive, friendly and dedicated staff team

#### **What's special about HFPS?**

- We are a warm and welcoming school community.
- We have amazing children from a range of backgrounds and cultures.
- We are committed to providing an education that aims for high standards but supports a child to be ready for life.

- We are committed to supporting the mental health and wellbeing of the whole community and are supported by the service Place2Be.
- We have a Speech and language room and employ a Speech and Language teaching assistant.
- We have a dedicated Safeguarding and Pastoral team to provide support for families around induction to school and familiarisation if new to the country, parenting as well as safeguarding and support for looked after children.
- We have fabulous outdoor areas for outdoor learning including a wooded area with a firepit, a polytunnel and raised beds for growing flowers, fruit and vegetables and a large sports field.
- We have a Sensory room and run a sensory club before school.
- We have achieved the Sainsbury's school games Platinum award– we offer a wide range of sports and activities.
- We have a cooking room.
- We have a commitment to music & drama. All the children learn a musical instrument in KS2 and we have a whole school Choral speaking festival each year. We have a fixed stage with a sound and lighting system. Every year group performs a play / musical each year.

See job description and person specification for further information. For further information please contact Mrs Sam Forster via email on: [s.forster@higher-failsworth.oldham.sch.uk](mailto:s.forster@higher-failsworth.oldham.sch.uk)

**Applicants should demonstrate how they meet the criteria in the person specification and state their particular areas of interest and expertise in their supporting statement.**

**Only accurate and fully completed applications will be considered. This includes a full history with no gaps.**

**Please send completed electronic applications to: [s.forster@higher-failsworth.oldham.sch.uk](mailto:s.forster@higher-failsworth.oldham.sch.uk)**

**Closing Date:** 3rd October 2024 at 5pm

**Shortlisting:** 4th October 2024

**Interview:** Tuesday 8th October 2024

**Start date:** ASAP

Higher Failsworth is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to satisfactory references and an enhanced disclosure from the Disclosure and Barring Service. Please note an online search of candidates will be carried out prior to being invited to interview.