



The Avenue
Moldgreen
Huddersfield
HD5 8AE

E-mail: office@moldgreenprimary.co.uk
Tel: 01484 226681
Headteacher: Mrs H Pearson
Deputy Headteacher: Mr S Lonsdale (Acting)

School Business Manager

40 weeks a year, 37 hours per week (term time + 10 days), Grade 10 (point 28-30), to start ASAP.

The Governors, staff and pupils at Moldgreen Community Primary School are looking to recruit a highly skilled, School Business Manager.

Main Objective of the Post:

The successful candidate will have a successful proven record of leading on financial management, human resource management, facilities and site management, IT and school administration. This role would suit an individual who is an existing School Business Manager, but is looking for a new challenge with ample opportunity to develop their career.

The post holder is responsible for providing professional leadership and management of the office, premises and lunchtime staff to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school and ensuring the effective use of resources in support of the school's learning objectives.

As Business Manager, you will join a dedicated senior leadership team, focused on improving pupil outcomes and life chances. Our newly formed leadership team has individuals who are highly motivated, hard working and keen to drive the school forward,

Experience & Skills Required:

- Diploma in School Business Management
- Able to lead and drive change
- Ability to plan and prioritise own and others' workload under pressure and to deadline.
- Good knowledge of Health and Safety regulations in schools.
- Excellent communicator, collaborator and strategist.
- Commitment to the school's vision.

Our school is located just outside Huddersfield town centre and we are fortunate to serve a diverse community. The building was completed in 2005 and we are well resourced. We are proud of our children and the progress they make across school. Moldgreen is an inclusive school where children are always at the centre of what we do. Pupil voice is loud and clear in our school.





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We would warmly welcome applicants to welcome browse our website or email to ask any questions about the position. The application form is also available to download from the website at www.moldgreenprimary.co.uk

Please refer to the Job description and Person Specification when completing your application.

Closing date: Thursday 27th March 3pm
Shortlisting: Friday 28th March
Interview Date: Wednesday 2nd April

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be subject to an enhanced Disclosure & Barring Check via the DBS. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

