



Hulme Hall Grammar School

Vacancy for Business Manager (Bursar)

Hulme Hall Grammar School, Stockport

(An independent school for boys and girls)

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| Start Date | As soon as possible |
| Contract Type | Full Time / All Year Round |
| Salary | A competitive salary and benefits package will be discussed at interview |
| Closing Date | Friday 17 th May 2024 |

Hulme Hall Grammar School is a small school noted for its caring and nurturing ethos and focus on the individual child. The School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake all appropriate safeguarding and employment checks and the appointment will be subject to satisfactory clearance by the Disclosure and Barring Service.

An exciting opportunity to contribute to the leadership of an excellent, small, inclusive independent school set in Stockport, Greater Manchester. The Business Manager is responsible for providing professional leadership and management of school support staff in partnership with the teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The Business Manager is responsible for the Finance and Administration, Management Information and IT, Human Resources, Facilities and Property, Catering and Health and Safety management of the school. The Business Manager's main areas of responsibility encompass the following areas:

- Strategic Planning
- Financial Management
- Premises Management
- Compliance, Risk Management and Health and Safety
- Human Resources

The successful candidate will be educated to at least degree level. It is likely, though not essential, that this person will have a degree in a business or financial related subject, or experience leading to an equivalent competence. Although not essential, an accounting qualification, MBA or similar business qualification would be advantageous.

The Business Manager is a senior leadership position, and the salary will be commensurate with the appointee's experience and the seniority of the role.

If, having read the information, you would like to apply for this post, please complete the application form, together with a covering letter. When writing your letter, you should include:

- Your career pattern to date.
- Your reasons for applying for the post at Hulme Hall Grammar School.
- The experience and skills which you feel would equip you for this role.

Please submit your completed application and covering letter to the Headmaster's Secretary, Mrs Cooke (d.cooke@hulmehallschool.org) no later than noon on Friday 17th May 2024.

Shortlisting will take place the week beginning Monday 20th May 2024 with interviews scheduled for the week beginning Monday 27th May 2024.

All applicants are actively encouraged to make an arrangement to visit the school and to meet the Headmaster in advance of your application. Visits to the school can be made in the following ways:

- Phone: 0161 485 3524 - speak to Mrs Cooke, Headmaster's Secretary
- Email: secretary@hulmehallschool.org

Please be aware that all shortlisted candidates will be subject to an online check.

Hulme Hall Grammar School is an equal opportunities employer and values a diverse workforce; we welcome applications from all sections of the community.
