



# Haydon Bridge High School

Headteacher: David Nisbet  
Deputy Headteacher: Stephen Hill

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## Business Manager

Required for September 2025

Permanent – 37 hrs per week TT + 10 days

Band 8 – Point 29 – Point 33  
£38,626 – 42,708 (full time equivalent)

Haydon Bridge is looking to appoint an experienced and enthusiastic School Business Manager.

We are seeking a person who has excellent interpersonal skills, is hardworking and used to working in a business with strong organisational and ICT skills. The successful applicant will have a current working knowledge of a secondary school and management of financial, HR and administration systems.

You will enjoy ensuring high standards of support by leading the office team. Our school Business Manager will be crucial in sharing a strategic vision for the development of the community of Haydon Bridge High School.

HBHS is a co-educational 11-18 high school with over 400 students on role including 50 in our 6th form. The drive to school is a beautiful traffic free 25 minutes from Newcastle upon Tyne; we serve a catchment area covering approximately 700 square miles. As a comparatively small high school, our students benefit from being treated as individuals whilst simultaneously being able to access a broad and varied curriculum and a wide range of extended extra-curricular activities. If you are a talented and professional teacher, this role offers excellent professional development opportunities and support to ensure you achieve your ambitions.

This is an improving school as reflected in our most recent Ofsted report, but we want to improve further. This is a fantastic opportunity for an outstanding practitioner to play a significant role in the school. We are looking for a self-motivated individual who will support an expanding extra-curricular offer including opportunities for students at lunchtime.

If you would like to visit us prior to your application, to see for yourself the positive learning environment, the warmth and the special atmosphere of Haydon Bridge High School, please let us know.

For further information and an application form, please refer to the school's website (see details below) or contact the school directly. Completed application forms are to be returned to the Headteacher by **noon on Friday 13th June 2025**.

The job description outlines the key tasks and responsibilities required. It is not exhaustive and may change or alter as necessary. The post holder will be consulted on any additional changes in advance. School specific tasks are in addition to the generic tasks as laid down in the Job Description.



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- Only applications submitted on the application form will be considered
- HBHS is committed to the protection and safety of students
- All appointments will be subject to an enhanced DBS check

Haydon Bridge High School  
North Bank, Haydon Bridge, Hexham, Northumberland, NE47 6LR  
Telephone 01434 684422

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[www.haydonbridgehigh.co.uk](http://www.haydonbridgehigh.co.uk)

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