

## **FIRWOOD HIGH SCHOOL**

*"Learning without Limits"*

**Head of School: Mrs Dawn Evans**

**Trust CEO: Mr Mike Sidebottom**

### **School Business Manager**

Firwood High School is a successful 11-19 special school meeting the needs of children with severe and complex learning difficulties. We are a growing school, with 230 children currently on roll. We are part of Woodbridge Trust and work closely with Ladywood Primary Special School, Woodbridge SEND Services and Woodbridge College, our Post 19 provision.

We are currently seeking to appoint a highly motivated, enthusiastic and experienced School Business Manager to join our team. You will play an integral role in supporting the Head of School and Senior Leadership Team to strategically lead and manage the school.

The successful candidate will ensure the smooth and efficient running of the school's financial, administrative, personnel, premises, health & safety, business, IT and support services, alongside day-to-day operational aspects. They will work closely with the Head of School to identify priorities and contribute to strategic planning in-line with the school's strategic plans.

The successful candidate will have:

- Experience of managing and setting budgets and financial reporting systems in school
- Strong organisational skills with the ability to manage multiple tasks
- HR knowledge and experience, including managing absence and line management responsibilities
- The ability to manage and support staff, establishing positive working relationships
- Excellent communication and interpersonal skills
- Ability to work collaboratively
- Knowledge of school systems and processes

In return we can offer:

- A challenging yet rewarding working environment working with inspirational young people
- Professional development to support you in your career
- The benefits of working in an innovative and forward-thinking school and Trust
- Supportive leadership and real opportunities to develop as a leader
- A genuinely happy and caring place to work
- High standard facilities

Firwood High School is an exciting place to be and if you are a team player with a commitment to the highest quality provision for pupils with SEN then we would like to hear from you.

**Contract:** Permanent

**Working Hours:** 37 hrs per week, Term Time plus 15 days

**Start Date:** To be agreed

**Salary:** Grade I, Point 31- 35 NJC pay scale

**FTE Salary:** £39,186 - £43,421 (Pay award pending)

**Actual Salary:** £35,275 - £39,088 per annum

Please refer to the School Business Manager recruitment pack for more information on this exciting role and information on how to arrange a visit.

**To apply:**

Application packs can be downloaded or are available from Firwood School:

Firwood School, Stitch-mi-Lane, Harwood, Bolton, BL2 4HU

Email: [Recruitment@firwood.bolton.sch.uk](mailto:Recruitment@firwood.bolton.sch.uk)

**Closing Date for applications: Monday, 4<sup>th</sup> November 2024 at 9am**

**Interviews and assessment centre: Monday. 11<sup>th</sup> November 2024**

Applications should be returned for the attention of:

Mrs Helen Penketh

HR Administrator

Firwood School

Stitch-mi-Lane

Harwood

Bolton

BL2 4HU

Or by email to: [Recruitment@firwood.bolton.sch.uk](mailto:Recruitment@firwood.bolton.sch.uk)

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.