



*The Kirkstead Education Trust, as an employer, is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. The successful applicant's appointment will be subject to an enhanced DBS disclosure and online checks.*

## **School Business Manager SO1** **responsible for Health and Safety, Information Governance, Estate Management and School Communications**

**An exciting opportunity has arisen for a School Business Manager to join our dynamic team, working as part of a small, highly efficient office team.**

The Trustees of the Kirkstead Education Trust at Hursthead Junior School wish to appoint a skilled individual who is highly organised and prides themselves on meticulous attention to detail. We are proud of our commitment to the development of the whole child and we would like to recruit a School Business Manager who can enhance our existing team and promote our REAL wheel values (Responsible, Enthusiastic, Aspirational Leaders).

The successful candidate will demonstrate that he/she is able to:

- Work flexibly with colleagues within a strong team
- Communicate positively and effectively with children, staff and parents
- Meet constant challenges with enthusiasm, determination, resilience and good humour
- Organise and prioritise their own workload
- Be pro-active and contribute to wider school life
- Prioritise children's wellbeing, mental health and pastoral care

In return, we can offer:

- A learning environment with confident children who thrive on enrichment opportunities
- A supportive, dedicated and friendly staff team who put fun into learning
- A Governing Board and Senior Leaders who actively promote wellbeing for all
- Comprehensive, high quality professional development opportunities which embrace change and innovation, and help you to fulfil your potential
- Plenty of opportunities for fancy dress!

Closing Date: **Tuesday 1<sup>st</sup> April 9am**

Interviews: **Friday 4<sup>th</sup> April**

Please note that unsuccessful candidates will not be contacted.

Visits to the school are encouraged and can be arranged by emailing the headteacher email address below. Alternatively, prospective candidates can telephone to discuss this position further with Tracy Kendrick, Headteacher.

**Hursthead Junior School, Kirkstead Road, Cheadle Hulme,  
Cheshire SK8 7PZ  
Telephone 0161 439 6961**

Email: [headteacher@hursthead-jun.stockport.sch.uk](mailto:headteacher@hursthead-jun.stockport.sch.uk)  
Website: <https://www.hursthead-jun.stockport.sch.uk/>

**Head Teacher: Mrs Tracy Kendrick  
Group 3 School – NOR 364**