



Lindley CE Infant School
East Street
Lindley
Huddersfield
West Yorkshire
HD3 3NE



Email office@lindleyinfantschool.org.uk

Web: www.lindleyinfantschool.org.uk

Headteacher: Mrs Kate Dilworth

NOR:360

SCHOOL BUSINESS MANAGER

TERM TIME PLUS 2 WEEKS

37 hours per week

12 month contract minimum

Required for April 2025 or as soon as possible thereafter

Grade 9 - £30204

salary negotiable depending on experience

Lindley CE Infant School is a high achieving and popular school. We are seeking to appoint a School Business Manager to our happy, friendly and caring school to commence in April 2025. The role will initially be for a minimum of 12 months with a view to extension depending on business need. The successful candidate will be a highly motivated, organised forward thinker who can provide excellent skills in all aspects of school business management including finances, resources, HR, premises, health and safety and income generation. The business manager will support the headteacher in continuing to develop school systems to enable the highest quality education for our school.

As the school is an academy, previous financial experience is essential as a major part of the role is managing the finance function of the school. You should have an accounting or Business Studies qualification (NVQ4 equivalent or above), along with the ability to demonstrate the ability to use a variety of software packages. Experience of working with IRIS Financials would be an advantage but is not essential as full training will be given. It is vital that you are able to work under your own initiative and work well as part of a team. Previous experience of working in a customer care environment is essential. We are looking for someone who is supportive of our Church school ethos and Christian values.

The successful candidate will:

- * Have secure financial management experience in budgetary planning and control
- * Be able to prepare reports and advise on financial issues
- * Be well organised, have the ability to work under pressure and prioritise effectively
- * Have the ability to secure additional funding
- * Be able to line manage contractors and premises staff
- * Display excellent interpersonal skills

We can offer:

- * A positive and caring school
- * Pupils who are keen to learn
- * A clear, positive and caring ethos
- * Highly committed and dedicated staff and governors
- * A strong commitment to your personal and professional development
- * A professional challenge with high levels of job satisfaction

- * Have exceptional knowledge of IT systems
- * Have the ability to support with HR issues
- * Oversee premises management
- * Have a willingness to invest in the overall success of the school
- * A well maintained school building and grounds
- * An opportunity to fill a key role in our outstanding school.

This is an opportunity to join a friendly, hardworking team of professionals, working in partnership with our supportive families and dedicated governing body who are committed to ensuring that all children's needs are met.

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 are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Visits to the school are warmly welcomed and encouraged and can be arranged by contacting the school office on 01484 646888 or office@lindleyinfantschool.org.uk.

How to apply

Please apply by completing the application form. Completed forms should be addressed to the Headteacher Mrs Kate Dilworth and should be returned by post or by email to office@lindleyinfantschool.org.uk no later than **12 noon Wednesday 26th March 2025**

Job Description

This outlines the main responsibilities of the post and details the personal and professional qualities you require to carry out the role effectively.

Personnel Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Key Dates:

Closing Date: **12 noon Wednesday 26th March 2025**

Shortlisting: **End of week commencing 24th March 2025**

Interviews: **Week commencing 31st March 2025**

The Head Teacher and Governors would like the successful candidate to start in April 2025, or as soon as possible thereafter.