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**SCHOOL BUSINESS MANAGER.**

**Required from September 2021.**

**OLD EARTH PRIMARY SCHOOL
(Stand-alone converter academy)**
2 – 11 years - NOR 474 plus 2 year-old nursery.

Outstanding in all areas - Ofsted 2016

Lower Edge Road, Elland, HX5 9PL
01422 375316

*"A happy, high achieving school where all are motivated and feel safe to thrive."*

At the heart of the school’s effectiveness is the determination of all staff to help pupils to become confident and resilient learners in a happy and fun environment.

The school has exciting plans for the future, an established, experienced staff, Governing Board and a new Headteacher.

Old Earth became an academy in 2011 whilst maintaining good relationships with the Calderdale LA.
It enjoys strong links with its local community of primary and secondary schools and also enjoys very good relationships with parents and the wider local community.

Take a look at our website : [www.oldearth.co.uk](http://www.oldearth.co.uk) where you can get a flavour of what we’re all about.

The governors at Old Earth are seeking an ambitious and energetic professional. They will be a key member of the Leadership Team. The role combines the leadership of a business management support team of staff in the delivery of key support services and activities, whilst acting as a professional lead to support the headteacher in all aspects of school business operations relating to:

• Strategic finance and budget planning

• Financial management and monitoring

• Premises management

• Health and safety management

• Project management including aspects of building and capital projects for school improvement

• Management information systems

This is an ideal position for someone with knowledge of financial planning and budget setting principles, previous people management experience and sound communication skills.

If you are dynamic and solution focussed, who can maintain perspective even when under pressure then we would love to hear from you.

Visits are warmly welcomed from prospective candidates. Please note that currently, visits to school will only be arranged outside of the school day and in line with social distancing guidelines.

To arrange a visit please contact Linda Collins on 01422 375316 or email admin@oldearth.calderdale.sch.uk .

Old Earth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) clearance is required for this post prior to commencement.

Closing Date: Midday on Monday 19th April 2021

Shortlisting: Week commencing Monday 19th April 2021

Interviews: Week commencing: Week commencing Monday 26th April 2021

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