



# HELSEBY HIGH SCHOOL

## Recruitment Information Pack

**Position: School Business Manager - Grade 12 – SCP 40-45**  
**Start – June 2025 (or earlier)**

**Application deadline: 09.00 am, Monday 31<sup>st</sup> March 2025**  
**Interview: April 3<sup>rd</sup> and 4<sup>th</sup> 2025**

As a result of the current job holder moving to a new role, the Senior Leadership Team and Governing Body are seeking to appoint a new School Business Manager to join our successful school.

You will be joining an experienced and committed team providing strategic leadership in Finance, HR, IT and Estate Management as we pursue our goal of excellence.



# HELSEBY

## High School



Achieving Success  
Valuing Others

**Achieving Success  
Valuing Others**

Headteacher: Mr M Hill, BSc Hons, NPQH

Dear Colleague,

Thank you for your interest in the post of School Business Manager at our large, fully-comprehensive 11-18 secondary school. The vacancy arises as a result of the current job holder moving to a new role in a multi-site school in Cheshire East.

Helsby High School is a thriving and welcoming school where our students value the friendships they forge and enjoy their learning. We have a talented and highly committed team of staff and a Senior Leadership Team and Governing Body who are committed to supporting the newly-appointed colleague to continue the good work that the previous job holder has overseen.

We are a maintained school within Cheshire West and Chester, with a successful partnership with our local primary schools and have some fabulous sports facilities, including a recently installed 3G football pitch with its own changing pavilion, Tennis and Netball courts, a large Sports Hall, Gym and Fitness Suite.

Please do not hesitate to contact me at the school if you have any further questions, would like to discuss this opportunity in more detail or would like to visit the school in advance of making an application.

Thank you again for taking the time to consider this role at our school. Whether or not you choose to progress an application may I take this opportunity to wish you all the very best for your career in the future.

Yours sincerely,

**Martin Hill**

Headteacher

Chester Road, Helsby, Frodsham. WA6 0HY

[head@helsbyhigh.org.uk](mailto:head@helsbyhigh.org.uk)

Tel: 01928723551

[www.helsbyhigh.org.uk](http://www.helsbyhigh.org.uk)



Helsby High School is a high performing inclusive secondary school located in the west of Cheshire with excellent access to the North West. We have one of the largest 6th forms in the area with some excellent facilities.

If you have a passion for educational excellence, believe that everyone can succeed and are prepared to work hard then please visit our website at [www.helsbyhigh.org](http://www.helsbyhigh.org) for further information about the school, including the application form.

Please note that only applications submitted on the school's application form will be considered. All applications will be acknowledged on receipt. Please contact the school if you do not receive confirmation that your application has been received.

Helsby High School is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS clearance.



## Job Description: School Business Manager (AAAE5168)

### Core Purpose

Provision of business leadership and management and high level strategic and administrative support, to ensure best value and the successful and effective operation of the school.

### Key Responsibilities

- To be a member of the school's Leadership Group ensuring that decision making is part of a shared process in as much as members of the Leadership Group have a collective responsibility for the leadership and management of the school.
- Manage the financial operations of the school; ensuring that financial data is available to the Head Teacher and Governors, including preparation of a detailed budget in accordance with regulations, preparing statements and financial records for annual audit, etc.
- Manage the work of Support staff in order to ensure that efficient administrative and support systems are in place for the effective operation of the school.
- Assume overall leadership responsibility, directly and through intermediate staff, for the management of school premises; including maintenance, cleaning, refurbishment, health and safety, and security, etc.
- To attend all relevant Governor's committee meetings advising Governors and liaising with the Clerk to the Governors as appropriate.
- To review all policies and procedures in areas of school activity other than teaching, to make recommendations for change, implement agreed changes and keep future effectiveness under active review.
- To manage HR related operations, including staff management, within the school to ensure correct and consistent implementation of school, local authority and national policies and procedures.
- Negotiation, management and monitoring of contracts, tenders and agreements for the provision of support services for the school.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.





## HELBY HIGH SCHOOL

### Person Specification: School Business Manager

Criteria	Essential	Desirable	Methods of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Relevant qualifications in business management and/or finance.</li> </ul>	<ul style="list-style-type: none"> <li>Degree/Diploma or equivalent in business management and finance.</li> <li>Recent and relevant professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
<b>Training and experience</b>	<ul style="list-style-type: none"> <li>Experience of working at a senior level in a business management environment.</li> <li>Practical experience of managing a budget and capital expenditure.</li> <li>Evidence of effective team leadership and line-management.</li> <li>Experience of using and developing business management systems.</li> <li>Experience of preparing business plans.</li> </ul>	<ul style="list-style-type: none"> <li>Experience and knowledge of business management regulations.</li> <li>Experience of premises management.</li> <li>Experience of managing and negotiating external contracts.</li> <li>Experience of managing change.</li> <li>Experience of using school management information systems.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Job related knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding procedures.</li> <li>Knowledge and experience of appropriate IT systems and applications.</li> <li>Working knowledge of accounting systems, financial</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of current educational, business and local government issues and policies.</li> <li>Knowledge and understanding of employees' terms and conditions of service.</li> <li>Knowledge and understanding of equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>



	practices, HR management and office administration.	and recruitment and selection procedures. <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety management procedures, including risk assessment and hazard identification procedures.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• An ability to lead a team effectively.</li> <li>• An ability to work as a member of the senior leadership team and to contribute to that team in an effective way.</li> <li>• An ability to take responsibility for and contribute to the school's determination to achieve further success.</li> <li>• A positive and enthusiastic attitude</li> <li>• An ability to work under pressure and meet deadlines.</li> <li>• An ability to plan, prioritise, implement and monitor complex tasks within set time scales.</li> <li>• An ability to take the initiative to identify and complete innovative solutions</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>



	<ul style="list-style-type: none"><li>• Effective negotiating skills.</li><li>• To show commitment to safeguarding and ensuring the welfare of children and young people</li></ul>		
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