**School Business Manager**

Hope High School in Skelmersdale has created a culture for learning and behaviour, which enables pupils, who’ve struggled at previous schools, to succeed. The approach that all staff share is both nurturing and innovative and the modern setting ensures pupils learn in a calm and constructive environment.  In January 2015 the school was judged by Ofsted as being good in all areas and the school intends to build on this success.

**About the role**

We are looking for a well-qualified, experienced professional to work as part of the Senior Leadership Team to contribute to the school's strategic vision and leadership for all aspects of school administration, in particular Finance, Personnel, Premises, Health & Safety, IT and Management Information Systems. The successful candidate will be expected to make a significant contribution to all areas of a busy school office.

**Who are we looking for?**

A professional who can demonstrate a commitment to the ethos of our school with proven experience of successful practice in their current role. An ability to use time management skills effectively, work successfully as part of a team and to be flexible, energetic and keen to use initiative are important . We require an excellent communicator with high levels of interpersonal skills and high expectations of self and those around them. The right candidate will be approachable, friendly and have a good sense of humour who wants the best outcomes for all members of the school community.

Closing date: Wednesday 13th November 2019

Interview date: Friday 29th November 2019

Starting date: Negotiable