

Hillcrest School
School Business Manager
37 hours per week
Band 8: £31, 401- £35,229 (pro rata. Term Time + 10 days)



REQUIRED TO START AS SOON AS POSSIBLE

Hillcrest is a Special School catering for pupils with a range of complex needs. As a community we are completely committed to supporting our students as they grow educationally and holistically. To that end, we are all passionate about the difference we make to children's lives.

The Business Manager is an exciting new position. As a member of the Leadership Team, you will provide strategic vision, leadership and advice in the provision of all non-teaching aspects of the school. You will be responsible for all aspects of Finance, Human Resources, Health and Safety, Premises, IT and Administration, and for ensuring that all arrangements are focused on supporting the strategic vision of the school and excellence in the provision of teaching and learning. We are seeking to appoint a highly motivated, innovative individual committed to ensuring the continued success of our school.

You will ideally have a Business Manager qualification and experience of working within a school setting.

Further Information

Visits to the school are warmly welcomed. Please contact admin@hillcrest.northumberland.sch.uk or call (01670) 713632 to arrange a time. You can find more about our school at www.hillcrest.northumberland.sch.uk

Application forms are available from and returnable to the school.

Closing date for applications: Tuesday 26th March 2019 at noon.

Interviews to be held: 4th April 2019

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

We look forward to receiving your application.