



# Hulme Hall Grammar School

## Business Manager Vacancy

### **Hulme Hall Grammar School, Stockport**

(An independent school for boys and girls)

<b>Start Date</b>	September 2019 or earlier
<b>Contract Type</b>	Full time, permanent
<b>Salary</b>	Competitive, by negotiation
<b>Closing Date</b>	Thursday 28 <sup>th</sup> March

Hulme Hall Grammar School has recently moved to a new site which offers exciting opportunities for expansion and improvement. This small School is noted for its caring and nurturing ethos and focus on the individual child. Hulme Hall Grammar School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake all appropriate safeguarding and employment checks and the appointment will be subject to satisfactory clearance by the Disclosure and Barring Service.

The Governors are seeking to appoint a Business Manager with excellent leadership qualities, business acumen, vision and enthusiasm to work alongside the Headmaster and the Board of Governors as the School approaches the next important phase in its growth and development. The successful candidate is likely to have some experience of preparing budgets and dealing with financial accounts, dealing with human resources and will also act as Clerk to the Board of Governors.

The new Business Manager will have sound professional judgement and be responsible for all non-academic aspects of the operation of the School, including all financial affairs and management of the site, all health and safety requirements and will be a member of the School's Senior Leadership Team. He / She will be approachable and comfortable when dealing with staff and parents and will also be responsible for liaising with the catering providers and dealing with all outside contractors.

Full information can be found on the School's website: [www.hulmehallschool.org](http://www.hulmehallschool.org)

For a detailed job description please email the Bursar's Secretary:  
[p.walker@hulmehallschool.org](mailto:p.walker@hulmehallschool.org) or telephone 0161 485 3524 option 3.

**A fully completed application form, to include details of two confidential referees should be addressed to the Chairman of Governors, Hulme Hall Grammar School, Beech Avenue, Stockport SK3 8HA**