



Moorlands Junior School  
Temple Road  
Sale  
Cheshire M33 2LP  
Telephone: 0161 962 5452  
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Head Teacher: Miss Alison M Kelly

## **School Business Manager**

**Required from April 2018 or as soon after**  
**Band 6 (SCP 28 – 31) pro rata**  
**Full Time and Permanent (36.25 hours per week)**  
**Term time (plus 5 days during school holidays)**

The Governors are looking to appoint an experienced, enthusiastic and well-motivated School Business Manager to our happy and successful school.

The successful candidate will have experience of managing a busy school office. They must be ambitious for our school and dedicated to working collaboratively to achieve the best outcomes for our children.

The successful candidate will be:

- A strategic thinker who can think creatively and problem-solve
- Professional, positive and proactive, forming good relationships with all stakeholders
- Experienced at managing all aspects of school business, finance and resources
- Skilled at managing school systems and people
- Skilled in organisational efficiency and effectiveness
- Enjoy working within a school environment in a vibrant and diverse community

Moorlands Junior School is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. This appointment will be subject to a full DBS check and references will be taken up.

Further information and an application pack are available, by telephone or email, from Mrs Julie Axis, Clerical Officer. A Trafford non-teaching staff application form and job details are available to download on our website  
<http://www.moorlandsjuniorschool.com/vacancy>

**Closing date for applications: 3.30pm Thursday 22nd March 2018**

**Candidates will be short listed on that date and successful applicants will be notified.**

**Interviews will take place on Tuesday 27<sup>th</sup> March 2018**