



Director of School Business Operations

Permanent Contract

Full Time, All Year Round

Scale Point 12 (£40,578)

This is an exciting opportunity for an associate member of staff looking to progress a career in Management here at Headlands School. The Director of School Business Operations will be a highly self-motivated, intellectually confident, and emotionally intelligent leader with a strong empathy with the objectives of secondary education and who is able to communicate well with all members of our school community.

The Director of School Business Operations will have financial responsibility at a senior level and will have the inclination and capacity to undertake a diverse range of operational tasks, including capital project oversight, operational responsibility for Premises, Health and Safety, Security, Risk and Compliance to ensure delivery of the day to day operations.

The successful candidate will ideally hold a recognised accountancy qualification or other relevant business qualification.

We are an Ofsted rated 'Good' school on a mission to provide high quality education for our local community. We have high expectations for our students and our school is built upon our shared values: pride, aspire, respect.

We can offer you:

- A chance to learn and develop with good further training opportunities
- Free onsite Gym Facilities
- A supportive and collaborate team working environment
- Access to a free staff Counselling Service
- Cycle to Work Scheme
- Local Authority Reward Scheme

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This appointment will be subject to an Enhanced DBS check.

An application pack can be obtained from our website: www.headlandsschool.co.uk, please email your completed application to: h.r@headlandsschool.co.uk.

Closing date: 14 October 2022

Interview date: Week Commencing 17 October 2022