



## COLLEGE BUSINESS MANAGER

Required - June 2021  
37 hours per week, 52 weeks per year  
Grade G - £41,562 - £46,776 depending on experience

A vacancy has arisen within the college for a College Business Manager. For this important senior role in the college we are seeking to appoint a highly motivated person to be responsible for key business areas including HR, premises, management of admin systems and to have oversight of college finances.

The person appointed will need to be able to offer strategic advice and be able to support the Finance & HR Manager with large budgets along with having the ability to offer the Finance & HR Manager prudent forward financial planning advice.

The person will take the lead on all HR issues and have oversight of Health & Safety together with data protection responsibility for the college.

This is a strategic position that sits within the Senior Leadership Team.

We would love to hear from you if you have the essential skills and experience from our person specification and job description and if you:

- hold a Certificate in School Business Management/Diploma in School Business Management or equivalent
- have DPO training
- are clear about lines of accountability
- have leadership ability
- are highly motivated
- are effective at carrying through tasks
- are organised and work well under pressure
- have excellent communication skills, both written and oral
- are a supportive, proactive team player with a warm down to earth manner

The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check.

If this role gets you excited and you think it may be for you, please send us your completed application form and a covering letter stating why you are perfect for this job. We reserve the right to close the advert early should a suitable candidate be found.

Application forms and supporting documentation can be found on the college website [www.henry-cort.hants.sch.uk](http://www.henry-cort.hants.sch.uk) under the Opportunities tab.

**Please send completed applications and covering letters to:**  
[recruitment@henrycort.org](mailto:recruitment@henrycort.org)

Closing date for applications: Noon, Monday 29 March 2021  
Interview date: TBC

**ASPIRE**

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