



---

**HITCHIN BOYS' SCHOOL**  
An Academy Trust

---

## **SCHOOL BUSINESS MANAGER**

Starting Salary: Within the range L1-L5 dependent on experience (£37,836-£41,757)

Hitchin Boys' School is a highly successful and over-subscribed 11-18 Academy in Hertfordshire. We have a fantastic opportunity for a School Business Manager to join our Leadership Team from 1 January 2014.

The successful candidate will play a key role in advising the Head and Governors in all aspects of the school's strategic and operational financial management, premises, ICT, health and safety and HR management. You will also oversee the administrative functions of the school and manage the premises team.

We are keen to appoint a full-time School Business Manager in order to take over from our Deputy Head who is retiring at the end of August 2014. However we wish to appoint the new School Business Manager from 1 January 2014 thus providing a handover and training period under the guidance of the Deputy Head.

This role is as much about the leadership of the school as it is to do with management. We would therefore welcome applications from candidates who have substantial experience in an HR, Finance or Administrative role or current School Business Managers. Training will be given. This post would also be suitable for candidates who have achieved or wish to follow the Certificate of School Business Management.

We are committed to safeguarding and promoting the welfare of our students and expect all our staff to share this commitment. Appointments are made subject to enhanced Disclosure & Barring Service (DBS) clearance.

Please contact Mrs Clare Lickfold for an application pack which can be downloaded from our website.

**Deadline for applications: Friday 4 October 2013 by 12 noon**

Interviews: In the week of Monday 14 October 2013  
Appointment to begin: 1 January 2014

---

Head Teacher: Mr M Brown

---



Grammar School Walk, Hitchin, Hertfordshire. SG5 1JB  
Tel: 01462 432181 Fax: 01462 440172 Registered in England No. 8286295  
e-mail: [admin@hbs.herts.sch.uk](mailto:admin@hbs.herts.sch.uk)  
[www.hbs.herts.sch.uk](http://www.hbs.herts.sch.uk)

