April 2024

Dear Candidate,

Thank you for your interest in our vacancy of School Business Manager.

Sir Tom Finney Community High School is a generic secondary special school providing education for young people presenting with a range of additional needs including those with complex, severe and profound learning difficulties and disabilities.

We relocated to refurbished/newly built premises and facilities in 2015 with a further expansion in 2022 as part of Lancashire’s wider strategic development for capacity building within SEND. We are commissioned for 245 places establishing the school as the largest secondary special school in Lancashire admitting young people from age 11 – 19.

Following the approval by Governors and the Local Authority the current highly regarded and experienced postholder, who has been in post since the inception of the school in 2008, is taking flexible retirement. As part of a transitional approach and handover, for 12 months, the current postholder will continue on a 50% reduction in hours taking a lead for HR/Personnel/Payroll working in tandem with the successful candidate to allow for the opportunity to harness the extensive knowledge, experience and contacts of the current postholder gained over many years.

We are looking to appoint an inspirational, talented, and highly motivated individual to take full responsibility for School Business Management leading our current provision and working collaboratively on the future vision, aspirations and priorities for our school.

The successful candidate will have a proven track record of outstanding and highly effective Finance, Administrative, Human Resource, Premises and Health & Safety expertise along with leadership skills, emotional intelligence, a growth mind-set and a commitment to the use of emerging technologies.

The successful candidates will join a great team of highly committed professionals who are dedicated to ensuring our young people achieve the very best they can in all that they do.  As a school we pride ourselves on always “Making a Difference”.

The pivotal role of the School Business Manager will be key in assisting the Headteacher, Governors and the leadership team in the effective leadership, organisation and management of the school.

Two slots on Thursday 25th April one at 10am and the other at 1:30pm have been set aside for potential candidates to meet with the Headteacher and have a tour of school. This will also be your opportunity to ask questions about the school, the role and responsibilities, the staff and organisational structure, our students, governance and the vision for the school.  In order to book on one of these sessions please contact the school office on the above number after 15th April when we return from the Easter break.

Interviews will take place over 2 days, 21st and 22nd May the format of which will be passed on to shortlisted candidates.

If you feel you are the right person for the role, we look forward to hearing from you.

Your sincerely



Shaun Jukes

Headteacher