



## **BUSINESS AND OPERATIONS DIRECTOR**

An exciting opportunity has arisen for the role of Business and Operations Director at our School to start in April 2019. As a key member of the senior management team you will play an important part in the strategic development of the School and provide effective decision making support.

You should possess business or administrative experience with the knowledge of commercial and allied subjects adequate for the management of the day-to-day affairs of the school's support infrastructure, including responsibility for Health and Safety and IT. With effective written and oral communications and strong IT skills you should have the ability to build effective working relationships across the organisation and be adaptable to changing circumstances and new ideas.

You should hold a relevant professional qualification and be able to demonstrate sound managerial competency. You will provide professional leadership, management and deployment of the support team promoting the highest standards of business ethos within the support function of the school and strategically ensure the most effective use of staff and resources in support of the school's learning objectives.

This is a full time full year role.

An attractive remuneration package will be available to the successful candidate.

For further information and an application pack please go to our website: [www.ohgs.co.uk](http://www.ohgs.co.uk)

Completed applications should be returned to Mrs J Lawton, Human Resources Officer, Oldham Hulme Grammar School, Chamber Road, Oldham OL8 4BX or emailed to [j.lawton@ohgs.co.uk](mailto:j.lawton@ohgs.co.uk)

Closing date for applications will be noon on Thursday 17 January 2019.

Interviews for long listed applicants will take place Tuesday 22 January 2019 and short listed applicants on Friday 25 January 2019.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS check.**

*Oldham Hulme Grammar Schools is a Company Limited by Guarantee Registered Number 6125937. Registered Charity No. 526636*