



St Andrew's C.E. (VA) Infant & Junior Schools

Waterloo Road, Brighouse HD6 2AN

'Promoting Excellence in a Caring Christian Community'



We currently have the following vacancy to start as soon as possible:

Federation School Business Manager
37 hours per week, term time only plus 10 days
(We are a flexible employer and will consider part time working arrangements)
Scale: SCP 30 –SCP 33 dependant on experience
FTE: £40,777 - £44,075
(Actual salary £36,385 - £39,328)

Due to the retirement of the current postholder, the governors are looking to recruit an experienced School Business Manager to join our Federation and become an integral part of our management team. This role offers the successful candidate an exciting opportunity to work across both our Infant and Junior Schools as we continue to grow and develop on our journey of "Promoting excellence within a caring Christian community."

About You

We are looking for someone who:

- Is an experienced School Business Manager who is looking for a new challenge in their career
- Is organised, flexible and efficient
- Has excellent communication, numeracy and people management skills
- Has experience of financial management to enable us to deliver our school improvement plans within budget
- Is proficient in the use of Microsoft Office applications and has the skills to manage a fully functional administrative service
- Has problem solving skills and a "can do" attitude.

About Us

St. Andrew's CE (VA) Infant and Junior Schools are happy, inclusive two-form entry schools. The Infant School has been rated 'Good' in our most recent Ofsted and the Junior School has been rated 'Outstanding'. Both schools were found to be enabling the children to flourish in our most recent SIAMS inspections. We have an incredible team of staff and supportive governors who work well together to make our schools warm and welcoming places to be. We take great pride in providing an excellent all round education for all of our pupils.

We can offer you:

- An experienced and supportive Executive Headteacher and Governing Board
- Support from Calderdale Finance Team
- Well-resourced, attractive and spacious working environments
- Friendly and enthusiastic staff who are committed to our continued success
- Support and networking opportunities across the two schools in our Federation
- Robust continued professional development – we have a proven track-record of supporting and developing our staff

For more information about the post, or to arrange a visit, please phone 01484 714964 between 9.00am and 4.00pm.

The school is committed to safeguarding the rights, welfare and safety of all children. The successful applicant will be subject to an enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring Service before the appointment is confirmed.

Further details and application form can be obtained from the school website.

Completed application forms should be returned to the Infant School office or by email to: admin@st-andrews-inf.calderdale.sch.uk by 9am on Monday 9th March 2026.