

**School Business Manager**

**£38,626 - £41,511 per annum**

**37 hours per week 52 weeks per year**

**Starting Autumn Term 2024 as soon as possible**

We are looking for a motivated, forward thinking Business Manager to join the leadership team at our 2-form entry primary school in Brighton.

You will be joining a dedicated staff team, where our vision is to provide, ***A kind, inclusive learning community with high expectations for all*** *for* the children and staff

This is an exciting opportunity to play a strategic role in the improvement journey of our school, working alongside a driven and ambitious team to ensure the best possible outcomes for our children and families.

The successful candidate will be responsible for managing the day-to-day operational aspects of the school including finance, administration, procurement, human resources, premises, marketing and health and safety.

At Queen’s Park Primary School, you can:

- Make a difference

- Be part of a diverse community

- Stay at the forefront of educational development

- Grow and develop

We would strongly recommend a tour of the school. Please contact the office team to book this in or to ask any questions you may have.

Closing Date: 6th December 2024

Interview Date: Week Commencing 9th December 2024

For further information, please contact:

[recruitment@queenspark.brighton-hove.sch.uk](mailto:recruitment@queenspark.brighton-hove.sch.uk)

We look forward to meeting you.