



**Blatchington
Mill School**

Involvement, Achievement & Care

www.blatchingtonmill.org.uk

November 2023

Recruitment of Assistant School Business Manager

Dear Candidate

Thank you for your interest in the role above, being advertised at Blatchington Mill School. As Brighton and Hove schools use generic job descriptions the contents are often rather general, including reference to some rather random tasks, this is intended as an indication of the level of responsibility rather than the actual day to day workings for this role.

The successful candidate will work closely with me as the School Business Manager, learning the operational aspects of all matters covered by the Business Section at this busy secondary school.

Part of what I love about my job is also the most challenging. The Business Section includes a wide range of disciplines and responsibilities. It can be demanding to prioritise and ensure clarity of focus but this is also a hugely satisfying part of my role. The ASBM will work alongside team leaders in Administration, Cover Supervisors, Data, Facilities, Finance, Health & Safety, Human Resources and Network Services to support teaching and learning.

You'll need to have a good attention to detail and be creative and solution focussed. To be a 'completer finisher' and able to communicate efficiently and with tact and diplomacy with students, colleagues, families and outside agencies are all optimum qualities.

I am happy to discuss the role further and to accommodate a visit prior to application, if you are shortlisted the interview programme will include a tour of the school site.

Yours faithfully

Sarah Hextall
School Business Manager

