

**Business Manager**

**Homewood College, Brighton, BN1 7LA**

**Post: Business Manager**

**Salary – £28,226 to £32,798 pro rata.**

**Hours – 15 hours per week**

**Contract – Permanent**

**Start Date – 13th June 2022**

**We are seeking to appoint a School Business Manager to join our team of enthusiastic and committed staff as soon as possible.**

Homewood College is a school for learners aged 11 to 16 with social, emotional and mental health issues. We aim to provide a safe, structured and stimulating environment that challenges learners and engages them positively in learning.

The successful candidate will have:

* A proven success in financial management to NVQ Level 4 or Degree level;
* Good knowledge of relevant ICT packages, e.g. FMS and SIMS.
* An enthusiastic, friendly and highly-organised approach;
* Good initiative, flexibility and the ability to prioritise and multi-task;
* The motivation to make a positive contribution to the life of the school community;
* A full commitment to child protection, safeguarding and promoting the welfare of all learners.

Homewood College takes safeguarding very seriously and all posts will be subject to an Enhanced Disclosure and Barring check (DBS).

**Closing date for applications: 27th May 2022**

**Interview: w/c 6th June 2022**



**Important Information**

**School Visits**

We warmly welcome potential applicants to visit the school. We would ask that you keep to our Covid requirements. To arrange a visit please contact a member of our school office team on 01273 916595 or email pamridgwell@homewood.org.uk

**Closing dates for applications – 27th May 2022**

Please return your completed application form to: pamridgwell@homewood.org.uk

We are unable to accept applications via post or CVs.

**Shortlisting of candidates and interviews**

Emailed letters will be sent to shortlisted candidates and your referees will then be sent a reference request. Interview date will be week commencing 6th June 2022.

**Salary and hours**

The working pattern will be negotiable. There will be some hours required out of term time.

**Safeguarding**

The governing body and Management Committee are committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.