



**Middle Street Primary School**  
Middle Street, Brighton BN1 1AL  
Tel: 01273 323184  
[admin@middlestreet.brighton-hove.sch.uk](mailto:admin@middlestreet.brighton-hove.sch.uk)

18<sup>th</sup> September 2020

Dear Applicant,

I am very pleased that you're interested in the role of School Business Manager at Middle Street Primary School.

I joined the school as Headteacher on the 1<sup>st</sup> September to lead the school and now have the pleasure of recruiting a Business Manager to support me in the next phase of the development of the this very special school.

Due to COVID restrictions we are not able to host school visits for all interested candidates. Shortlisted candidates will be offered a school visit prior to interview. If you would like to discuss the role or have any questions please get in touch for an informal conversation.

Please email your completed application form to [admin@middlestreet.brighton-hove.sch.uk](mailto:admin@middlestreet.brighton-hove.sch.uk).

- Closing date and time: Noon on 2<sup>nd</sup> October 2020.
- Shortlisting: 2<sup>nd</sup> October 2020.
- Visits for Shortlisted candidates: 5<sup>th</sup> October 2020.
- Interviews: 7<sup>th</sup> October 2020.

I look forward to receiving your application.

Kind regards,  
Rob Cooper  
Headteacher