

## **School Business Manager**

Job commences: ASAP

Salary: M7 (£54,599- £59,674)

A unique opportunity for a forward thinking, proactive, solution focused School Business Manager.

Located on the outskirts of Brighton, Patcham High is vibrant, proud and successful. This is an exciting opportunity to play a strategic role in the life of our school, working alongside all key players in our community 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 and health and safety.

In joining Patcham High, you will find a creative and supportive culture within a school that is hugely aspirational. We place great importance on positive relationships, teamwork and a 'can do attitude'. We believe that we are at the cutting edge and, with exciting challenges ahead, this is a fantastic time to join the school.

To apply please complete the application form in full and email to the Headteacher's PA, Elise Holmes [eholmes@patchamhigh.org.uk](mailto:eholmes@patchamhigh.org.uk). If you have any questions or would like to arrange a visit please contact Mrs Holmes, either by email or by telephone (01273 543484).

**The closing date for applications is 3pm on Monday 8<sup>th</sup> January 2024.**

**Interviews will be held on Wednesday 10<sup>th</sup> January 2024.**

*Patcham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS Check.*