



REQUIRED AS SOON AS POSSIBLE.
SCHOOL BUSINESS MANAGER WITH RESPONSIBILITY FOR
PROPERTY (INCLUDING HEALTH & SAFETY), COMPLIANCE
AND PROCUREMENT

Contract: 25 hours a week, term-time only (41 weeks a year)

Salary: Single status 9 -12 depending on experience. £30,740 - £41,626 pro-rata

The Interim Headteacher and Governing Body are seeking to recruit an experienced, highly motivated and organised Business Manager to job share with the existing Business Manager, who has responsibility for Finance and HR. There may be some overlapping of responsibilities, therefore the person we are looking for will be required to be adaptable. In return we can be reasonably flexible about working patterns.

An applicant should have:

- Experience in finance, Health & Safety, facilities management and procurement
- Strong organisational and communication skills
- ICT knowledge and experience of systems e.g Arbor
- Excellent literacy and numeracy skills
- Previous experience of working within education is desirable but not essential

In return we can offer:

- A 'Wellbeing First' working environment
- The opportunity to be part of an exciting and evolving period of change
- Support to continue professional development
- A close working partnership within a dedicated team

Visits to the school are welcomed.

Further details and application forms are available from: office@westrise-jun.e-sussex.sch.uk

Closing date: 1st July 2024

Interview date: Monday 8th July 2024

This post is covered by the Childcare Disqualification Regulations 2018.

WEST RISE JUNIOR SCHOOL
CHAFFINCH ROAD
LANGNEY, EASTBOURNE BN23 7SL