



Millais School

In pursuit of excellence

11-16 Girls' Comprehensive School

Required from April 2026

SCHOOL BUSINESS LEADER

Hay A (circa £55,057 - £56,358 per annum)

(market supplement available for exceptional and experienced candidates)

37 hours per week, permanent all year-round contract

Are you a strategic, commercially minded professional ready to make a real impact? Our school is seeking an experienced School Business Leader to join our Senior Leadership Team and ensure our school remains financially secure, operationally excellent, and future ready.

About the Role:

This Senior Leadership position is responsible for all non-teaching operations, including finance, HR, estates, health and safety, administration, catering and compliance. You play a key role in shaping the school's strategic direction, financial sustainability and operational efficiency.

You will:

- Lead financial planning, budgeting, monitoring, and reporting
- Advise the Headteacher and Governors on strategy, efficiency savings, and income generation
- Oversee HR, payroll, contracts, and employment compliance
- Manage the school estate, facilities, health & safety, and risk management
- Develop policies and ensure compliance with legislation and best practice
- Drive marketing, communications, and external partnerships to strengthen our school's profile
- Identify and manage opportunities for income generation and commercial activity.

Who we're looking for:

- Significant experience in school business management or a senior operational role
- Strong financial, strategic, and commercial awareness
- Knowledge of NJC terms, school finance systems, and resource deployment
- Confidence advising senior leaders and Governors on sustainability and operational strategy
- Commitment to safeguarding, equality, and our school values.

Why join us:

This is more than an operational role and is an opportunity to shape the future of our school, drive excellence and make a lasting impact. If you are a forward-thinking leader with a passion for efficiency, sustainability and innovation we want to hear from you.





Millais is currently a secondary 11-16 girls' comprehensive school in which students are eager to learn and expect to be challenged in all areas of the curriculum. We are looking forward to welcoming boys in September 2026 for the first intake in year 7.

Millais school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check, safer recruitment checks including satisfactory references and an online and social media search may be undertaken.

For an application form please visit our website www.millais.org.uk and return your completed application form to HR Admin Officer (hradmin@millais.org.uk) or for more information please call 01403 282016.

Closing date for applications: Friday 6 March 2026

Interviews: w/c Monday 16 March or w/c Monday 23 March 2026