



**Part-Time Business Development Administrator**  
**Fixed Term Contract, initially to 31 December 2024**  
**Grade C – Full Time Equivalent Starting Salary £23,115 per annum**  
**Days / hours of work negotiable (up to 25 hours per week)**

Benefits include membership of contributory Local Government Pension Scheme, generous holiday entitlement, and free parking.

Park Community School is seeking a Business Development Officer to work at Park Design and Print, based in Leigh Park, Havant. PDP is located away from the main school site, in Fulflood Road, and is a small team providing printing, digital design and layout services to both the school and external clients. For more information about PDP, please visit [Park Community School | Design and Print \(pcs.hants.sch.uk\)](https://pcs.hants.sch.uk).

The successful applicant will provide business and administrative support to the PDP team, supporting them as they create innovative designs and layouts for a wide range of printed materials.

The role will include:

- Adding jobs to the Papercut print management system
- Providing customers with estimates and offers
- Assisting with Marketing strategy
- Contacting previous customers and following up leads for new business
- Growing external sales to promote business development
- Providing overall administrative support to the PDP function
- Helping to support the team delivering Enterprise Activities to our pupils
- Occasional support with whole school activities - for example during exams and for meetings and training where all staff get involved.

Skills and Experience

**Essential**

- Able to liaise confidently with clients and internal customers
- Office management skills (PA / Administration)
- A high level of IT proficiency
- Able to progress jobs from inception to completion, liaising with other members of the team to follow progress
- GCSE Grade A-C (or equivalent) in Maths & English

**Desirable**

- Business Administration qualification
- Experience relating to graphic design / web knowledge / marketing would be an advantage.

### Applications

Applications must be made using our application form; due to safeguarding rules, CVs cannot be accepted as a means of application.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php).

We look forward to hearing from you.

**Closing date:**  
**Interviews:**

**13 May 2024**  
**To be arranged**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community. References may be taken in advance of interview.