



**WE'RE HIRING**

# School Business Professional

## **SALARY**

**Grade 8: £32,597 to £35,412 FTE**

Actual approx. £21,905 to £23,796

## **WORKING PATTERN**

**Term time, 4 days a week (0.8 FTE)**

• permanent

## **CLOSING DATE**

**Friday 30 October 2026, 11.55pm**

## **INTERVIEWS**

**10 or 11 November 2026**

Lead our finance, HR, premises and administration, working alongside our Senior Leadership Team and Governing Board. The School Business Professional plays a vital role in giving every child a welcoming, safe and stimulating place to learn. We are very proud of our school community and would be delighted to welcome your application.

**Job description and person specification: [sgprimary.co.uk/work-for-us](https://sgprimary.co.uk/work-for-us)**

To apply, download the Support Staff Application form from the West Sussex job listing (linked from our website) and email it to [office@sgprimary.co.uk](mailto:office@sgprimary.co.uk). Questions: 01273 453176.

Swiss Gardens Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to an appropriate DBS check and other relevant employment checks, including satisfactory references.

**Swiss Gardens Primary School • [sgprimary.co.uk](https://sgprimary.co.uk)**