

WE'RE HIRING

School Business Professional

SALARY

Grade 9: £38,398 to £40,327 FTE

Actual £25,653.73 to £27,621.32

WORKING PATTERN

Term time, 4 days a week (0.8 FTE) · permanent

CLOSING DATE

Monday 23 November 2026, 9am

INTERVIEWS

Thursday 26 November 2026

Are you a whizz with numbers? Lead our finance, HR, premises and administration as part of our Senior Leadership Team. Never worked in a school? No problem. Flexible working, including some home working, can be discussed.

Job description and person specification: 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. 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