Swiss Gardens Primary School

Swiss Gardens
Shoreham-by-Sea
West Sussex BN43 5WH



JOIN OUR TEAM · JOB PACK

School Business Professional

A senior role at the heart of Swiss Gardens: leading our finance, HR, premises and administration, and working alongside our Senior Leadership Team and Governing Board.

Salary	Grade 9 (points 25–28): £38,398 to £40,327 FTE, depending on experience and qualifications Actual salary for 30 hours a week, term time: £25,653.73 to £27,621.32
Hours	Term time only, 4 days a week (0.8 FTE). Flexible working, including some home working, can be discussed
Contract	Permanent
Closing date	Monday 23 November 2026, 9am
Interviews	Thursday 26 November 2026

Thank you for your interest

Are you a whizz with numbers? Love a spreadsheet? And take pride in keeping things organised and running smoothly?

Then we might just have the perfect opportunity for you!

We're looking for a friendly, enthusiastic and organised School Business Professional to join our team. If you enjoy a varied role, are confident with numbers and love being part of a team, we'd love to hear from you!

Never worked in a school before? No problem! You might come from a finance, accounting, HR or business administration background and have a wealth of transferable skills and experience to bring to the role. We're more interested in what you can bring to our team than where you've worked before!

We believe in finding the right person and making the role work for them, so we're happy to discuss flexible working patterns with the successful candidate, including opportunities for some home working.

Great people make great schools – could you be the missing piece of our team?

At Swiss Gardens, we are committed to providing a welcoming, safe and stimulating environment in which we can nurture the achievements of every child. The School Business Professional plays a vital role in supporting that work. We are very proud of our school community and would be delighted to welcome your application.

About Swiss Gardens

Swiss Gardens is a friendly, values-led primary school in Shoreham-by-Sea, close to the sea, the River Adur and the South Downs. Our school is named after the Victorian pleasure garden that once stood on the site.

Our vision: we want every child to be curious, have big dreams and be prepared for an exciting future.

Our values spell FREE: Friendship, Respect, Excellence and Enjoyment.

Ofsted (2023) rated us Good, with Outstanding for behaviour and attitudes. Every class is named after a children's author, and recent additions include our new library, Mary's Garden and our wellbeing room.

Find out more at www.sgprimary.co.uk. We would love to show you around: call the office on 01273 453176 to arrange a visit.

Job description

Role context

A School Business Professional (SBP) supports the school's Senior Leadership Team (SLT) and Governing Board on the most effective use of resources in support of the school's strategic and educational objectives. The core purpose of the role is to provide strong financial and administrative support in the operations of the school, as well as ensuring the day-to-day management of finance, human resources, premises management and administration.

Leadership and strategy

- Contribute as a member of SLT, supporting strategic decision making in the achievement of the school's improvement plan.
- Report to the Governing Board on funding, budgets, forecasts, monthly monitoring and the year-end position.
- Support the administrative staff team to ensure that school operations are delivered efficiently and effectively.
- Contribute to the school's approach to professional development for support staff, including appraisals.
- Develop collaborative relationships outside the school with WSCC, other schools and any other stakeholders.

Financial resource management and accounting

- Take overall responsibility for the operation of the school's finance function (using the relevant software, alongside other systems), ensuring financial records are accurate, timely and comply with applicable regulations, including the West Sussex Scheme for Financing Schools (WSSfFS), the Schools Financial Value Standard (SFVS) and any other relevant standards, policies and legislation.
- Work with school leaders to set the annual budget to support the school in delivering its educational objectives within the annual funding allocation, and prepare an annual strategic financial plan and minimum three-year forecast to ensure the longer-term sustainability of the school.
- Carry out all month-end tasks and budget monitoring.
- Prepare and submit all financial returns to WSCC, DfE and any other relevant bodies by the required deadline.
- Deal with all year-end paperwork and the closure of the finance system, including all associated CFR reports.
- Respond to all audit requests within required timescales.
- Maintain the asset register and the annual audit of all furniture, fittings and equipment, including IT.
- Manage all contracts, services and agreements.
- Work with school leaders to identify and apply for additional funding to support the school.
- Ensure proper collection, reconciliation and banking of any monies received by the school.
- Maintain and develop all financial policies and procedures, and ensure compliance.
- Lead on all procurement activity: negotiating and securing appropriate contracts, ensuring value for money, and complying with the Procurement Act 2023 and WSCC tendering policies and procedures.

Human resources

- Take overall responsibility for the operation of the school's HR function, ensuring adherence to all WSCC policies and procedures.
- Manage confidential and comprehensive personnel files for all members of staff.
- Notify WSCC Payroll of all staffing changes, including overtime claims, so that contracts are accurate and up to date and staff are paid correctly.
- Report all staff absences to WSCC Payroll in a timely manner, monitor and identify where triggers have been reached, and ensure all return-to-work and absence review meetings are carried out.

- Manage all recruitment processes, including right-to-work and DBS checks where required.
- Maintain the school's Single Central Record, in line with the latest statutory guidance on safeguarding.
- Review the monthly payroll report and cross-check it with the finance system for accuracy.
- Advise school leaders on all HR and payroll matters.
- Oversee accurate training records for all staff members.
- Complete the School Workforce Census for submission to the DfE.

Premises management and health and safety

- Take overall responsibility for the operation of the school's premises function, ensuring compliance with policies and procedures relating to health and safety, fire safety, security and any other legislation relating to facilities management.
- Support school leaders with the implementation of the Premises Development Plan.
- Oversee the Premises Manager in ensuring that all servicing and maintenance checks are carried out and compliant.
- Oversee the purchase, repair and maintenance of all furniture and fittings.
- Prepare work specifications for tender and assist school leaders with the selection of external contractors.
- Ensure that appropriate risk assessments are carried out before any potentially hazardous activity is undertaken.
- Oversee the Premises Manager in managing security, access control, CCTV and lettings arrangements, ensuring they are safe, lawful and adequately maintained.

Administration

- Act as Data Protection Officer: advise school leaders on data control procedures, handle data control queries, maintain the record of processing activities, manage the retention schedule and freedom of information requests, report data breaches and complete relevant training.
- Obtain any necessary licences and permissions, ensuring they stay relevant and up to date.

Safeguarding and child protection

- Be aware of and understand the latest statutory guidance for child protection and safeguarding children and young people in relation to the role of the School Business Professional.
- Comply with the school's safeguarding and child protection policies and the current statutory guidance, Keeping Children Safe in Education, and complete the safeguarding training required for this role, including safer recruitment training.
- Ensure the business functions led by the SBP (recruitment, contractor management, site security, visitor management, data handling and record keeping) actively support the school's safeguarding arrangements.

General

- Comply with any reasonable request from school leaders to undertake work of a similar level that may not be specified in this job description.
- Fully support, actively promote and implement the vision, ethos and policies of the school.
- Attend and participate in meetings, as required.
- Undertake training and other CPD activities, as required.
- Assist the office and front of house, as required.

- Establish and maintain constructive relationships and communication with colleagues and other stakeholders.
- Demonstrate commitment to creating and supporting a welcoming environment for people of all backgrounds and identities.
- Handle all information in line with the school's data protection and confidentiality policies.

Person specification

Criteria	Essential	Desirable
Qualifications	A levels (grade C or above) or an equivalent qualification, or experience demonstrating that level of ability, applied knowledge and understanding.	Graduate-level school business qualification, e.g. CSBM, DSBM or ADSBM.
Knowledge and experience	Relevant theoretical, practical and procedural knowledge related to delivering specialist services. Good working knowledge of relevant finance software and IT applications, including MS Excel (to a high standard) and other MS Office software for email, word processing and presentations. Experience of working in a customer-oriented environment. Experience supervising and supporting others, or providing mentoring, coaching and/or on-the-job training to colleagues. Experience presenting financial data, including explaining complex financial or technical information to a variety of stakeholders. Experience in establishing and maintaining effective administrative systems.	Knowledge and understanding of LA and school financial regulations and procedures.
Skills and attributes	Ability to work effectively as both a leader and a member of a team. Effective verbal and written communication and interpersonal skills. Strong organisational skills; ability to use initiative, prioritise, work under pressure and manage competing demands to meet tight deadlines. Highly motivated; able to work with minimum supervision, with a willingness to undertake personal development and training to update knowledge and skills. Excellent attention to detail, alongside problem solving, development planning and project management skills. Ability to work effectively with internal and external partners. Demonstrable ability to work strategically and to seek and implement creative solutions. Resilient, calm and solution-focused. Able to adapt to change and embrace it.	
Special requirements	Satisfactory enhanced DBS check with Children's Barred List information, and all other pre-employment checks required by Keeping Children Safe in Education. Willingness to attend meetings outside normal working hours, including evening Governing Board meetings.	

A commitment to safeguarding and promoting the welfare of children is essential for every post.

How to apply

1. Download the application form. The Support Staff Application form is on the West Sussex job listing for this post: https://fa-epvt-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/Schools/job/194

2. Fill it in. Tell us why you are applying and the skills and experience you can bring to the role (the key skills are in the job description).

3. Email it to office@sgprimary.co.uk. Please do not use the "Apply online" button on the listing: the school handles applications directly.

Questions about the role or the application? Call the school office on 01273 453176.

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Visits: you are very welcome to visit before applying. Call the school office on 01273 453176 or email office@sgprimary.co.uk.

Our commitment to safeguarding

Swiss Gardens Primary School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to an appropriate Disclosure and Barring Service (DBS) check along with other relevant employment checks, including satisfactory references.

Our child protection policy is on our website: www.sgprimary.co.uk.

Equality and inclusion

We welcome applications from everyone, and value the different backgrounds and experiences people bring. If you need any adjustments to apply or to attend an interview, please let us know.