

Federation School Business Professional

- Are you looking for a role where you can make a genuine difference to the lives of young people?
- Are you passionate about ensuring every child has the very best start in life?
- Do you want to be part of a team at the heart of its local community?

The Weald and Downland Schools Federation, comprising Harting CE Primary School and Stedham Primary School, is seeking to appoint a new School Business Professional to join our team.

Key Responsibilities

The School Business Professional will have overall responsibility for the day-to-day financial administration of the Federation, including:

- Budget monitoring and financial reporting
- Budget forecasting and financial planning
- Processing invoices and payments
- Managing the school's online financial management systems
- Communicating with parents, staff, governors, community partners and external agencies
- Supporting the efficient operation of both schools
- Working closely with the Headteacher and leadership team on financial and business matters

This is an exciting opportunity for a highly organised, proactive and committed individual who is keen to make a real impact within a successful and welcoming Federation.

Closing Date: Friday 16th October 2026

Interviews: Thursday 22nd October 2026

Start Date: ASAP

Contract/Hours: Permanent. 27 hours per week term time only plus one additional week, (39 weeks per year)

Salary Type: Grade 8 - £32,597 – £35,412 pro rata

Location of Role: Harting CE Primary School and Stedham Primary School

Contact e-mail address: head@harting.w-sussex.sch.uk

The offer

We are looking for someone who:

- is enthusiastic and caring
- is committed to raising standards for pupils
- a strong communicator
- has experience working in finance
- committed to their own personal development
- a team player

In return we offer:

- lovely children and families
- a supportive, friendly team
- well-resourced and modern facilities
- supportive leadership team and Governors
- a commitment to your CPD

The Business Professional will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Training will be provided.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Should you wish to discuss the position prior to any application, please call the Headteacher on 01730825388, or email to head@harting.w-sussex.sch.uk