LONDON MEED PRIMARY SCHOOL

Bravery…..Community…..Curiosity……Resilience……Respect

School Business Manager

We are looking to appoint a School Business Manager to play a key role in the financial and operational management of the school.

The successful candidate will be a member of the leadership team helping shape the strategic vision of London Meed through effective leadership of the school's finance, human resources, estates and administrative services.

Salary: WSCC NJC Pay scale Grade 8 point 20 – Grade 10 point 32 £33,673 to £44,253 pro rata (final pay depending on experience)
Required from: ASAP
Contract: Permanent Term time only 38 weeks plus inset days plus 2 weeks
Hours of work 37 hours per week (one day per week can be worked from home)

We are looking for someone who:

- Is determined to make a difference to our school community
- Has strong interpersonal skills and can communicate effectively with adults and children
- Demonstrates confidence, emotional intelligence, integrity and discretion
- Has the maturity to lead, inspire, support and challenge
- Is solution focused and bale to overcome challenges and a will willingness to create effective solutions.

Please email completed application forms to Susan Stalker at sbm@londonmeedprimary.co.uk

Closing date: Wednesday 18th September 2026
Interviews: Monday 23rd November 2026

Safeguarding Statement
London Meed 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 check along with other relevant employment checks, including satisfactory references.