

Pashley Down Infant School
Beechy Avenue Eastbourne
East Sussex BN20 8NX
Tel: 01323 730719

School Business Manager

**30 hours per week Permanent Contract
Term Time only plus 1 week (40 weeks per year)**

Scale 10, £36,380

Pashley Down is set in a wonderful and unique environment with a woodand, an allotment and even a mini farm!

To find out more about our amazing school, check out our Facebook page
<https://www.facebook.com/PashleyDownSchool/>

We are seeking an enthusiastic School Business Manager to join our friendly and motivated team as soon as possible.

This position would suit an experienced School Business Manager or a candidate with the relevant qualifications and skill set looking to move into a school environment.

The School Business Manager will be responsible for overseeing all aspects of financial management and reporting, facilities and premises management and leading the school's business support functions, including Human Resources and Procurement.

The successful candidate will be highly organised and methodical with strong IT skills including experience in Excel, Word and Arbor. They will also be able to communicate effectively and sensitively with a wide range of stakeholders.

For the right candidate there maybe an opportunity to join the Senior Leadership Team.

A job description, person specification and application form are available on our website: www.pashley.e-sussex.sch.uk.

Please return all completed applications to:
recruitment@pashley.e-sussex.sch.uk

Visits to the school are warmly welcome. For all enquiries, contact:
recruitment@pashley.e-sussex.sch.uk

Closing date: Friday 15th of May 2026

Interviews : Wednesday 20th of May 2026