Southover CE Primary School

Potters Lane, Lewes, East Sussex, BN7 1JP
01273 473015 office@southover.e-sussex.sch.uk
http://www.southoverceprimary.co.uk/
Headteacher: *Noel Fadden*

Live, Love, Learn!

4th November 2026

Dear Applicant,

Thank you for your interest in joining the team at Southover School. Please get in contact or visit the school if you feel this could be the role for you.

We are looking for a fantastic School Business Manager to join our lovely school in Lewes. We have a great team of experienced and welcoming staff to support you as you lead on Health and Safety and finance and help the school to be at its best.

You would need to be able to work successfully with contractors, colleagues, parents and children whilst having an eye for detail and be able to see the bigger picture of what makes a school run effectively.

This post is a part time post – three days a week (days are negotiable) – working 40 weeks a year (predominantly term-time)

Closing date: Monday 23rd November 9.00am

Proposed interview dates: Thursday 26th November

If you would like further information or an informal chat please email me: head@southover.e-sussex.sch.uk.

Yours sincerely,

Noel Fadden
Head Teacher

SOUTHOVER SCHOOL 1872 – 2022 CELEBRATING 150 YEARS

Eco-Schools Green Flag Award

EAST SUSSEX QUALITY MARK FOR INCLUSION

Healthy Schools