

Staveley C.E. Primary School

Brow Lane, Staveley, Kendal, Cumbria LA8 9PH.

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Headteacher: Mr M Foxwell



"Committed to developing every child's full potential"

5th May 2017

Dear Applicant

Thank you for asking for details about the 'School Business Manager' post that is available at our school.

Firstly let me give you a little information about the school. We have 118 children on roll. Staveley School is a happy and successful school, one where staff are excited to work with children who want to learn and we are determined this will continue.

We are looking to appoint a motivated school business manager from September 2017 or soon after to join the team of dedicated and hardworking staff. You will be a member of the Senior Leadership Team and will be responsible for the school budget, school fund, absence monitoring, health and safety, personnel records, single central register, collation and submission of relevant data requested by outside agencies e.g. LA, DfE.

Some knowledge of school management systems would be an advantage, although training will be available where necessary. The School Business Manager will be responsible for the provision of relevant specialist advice and guidance to SLT and Governing Body on national and local guidelines, policy and statute.

The post also includes responsibility for some support staff and you will be expected to manage and develop these staff in order to ensure the smooth running of a busy school office and site.

The closing date for applications is 12pm on 26th May 2017. If you have not heard from us by the evening of 26th May 2017, please assume that your application on this occasion has not been successful. Interviews will be on Thursday 15th June 2017.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. A satisfactory enhanced DBS disclosure is required for this role.

The following documents are on our school website:

- Job description
- Personnel specification
- Application form

If you are seriously considering this post, please get in touch to arrange a visit to the school. I would be delighted to show you around our school.

Thank you for your interest in our school, I look forward to hearing from you.

Yours sincerely

Matt Foxwell
Headteacher