



# Bishop Rawstorne Church of England Academy



September 2021

Dear Applicant

**Re: Business Support Officer**

Thank you for your interest in the Business Support Officer post we are seeking to fill at Bishop Rawstorne Church of England Academy. This is a permanent position, with a start date as soon as possible. We are seeking to appoint someone with the ability to deliver an efficient administration service, combined with the ability to work independently and see projects through to a successful finish. The ideal candidate will have previous experience working in a busy office and be a team player not afraid to use their initiative.

As an outstanding school, we are always looking for highly motivated and talented individuals to join our team. Bishop Rawstorne is unique in so many ways, boasting academic success, a strong close-knit community, a Christian ethos, with excellent facilities and beautiful grounds. The school enjoys an excellent reputation and is over-subscribed each year. Someone coming to work here can expect the opportunity to encounter pleasant, amenable, motivated students and friendly supportive colleagues and will be given every opportunity to pursue a high level of professional development while being expected to perform to the highest standards.

Bishop Rawstorne is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

If you would like to join our school community and be part of an outstanding team, please return your completed application form to [vacancies@bishopr.co.uk](mailto:vacancies@bishopr.co.uk) The closing date for applications is **12.00 noon on Friday 24 September 2021.**

We look forward to hearing from you.

Yours faithfully

Mrs L Hood  
Business & Finance Manager

Highfield Road, Croston, Leyland, Lancashire PR26 9HH

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Headteacher: Mr P Cowley