



Acacias Community Primary School

*Rooted in kindness & respect, growing with
equality and courage.*

Alexandra Drive,
Burnage,
Manchester.
M19 2WW

Headteacher	Mr D Griffiths	Telephone	(0161) 224 1598
Deputy Head	Mr A Litchfield	Email	admin@acacias.manchester.sch.uk
		Website	www.acacias.manchester.sch.uk

10th March 2025

Dear Applicant,

School Business Manager L3 (Full Time, Permanent, All Year Round)

Thank you for your interest in the position of School Business Manager at Acacias. This is a permanent post starting on 1st September 2025. The application pack consists of an application form, job description, person specification and school context. It is important you follow the guidance notes included in this letter to maximise your chances of being shortlisted as we anticipate that there will be a large volume of applications for the position.

- Please complete the Acacias application form fully, do not submit a curriculum vitae or any other format of application form.
- In completing the application form please ensure you demonstrate how you meet every point marked with an asterisk in the person specification. Please do this by numbering your paragraphs in line with the numbering on the person specification. Please ensure that you include actual examples of what experience you have that enables you to meet the person specification.

The closing date for applications is 12.00 noon on 23rd April 2025. Late applications will not be considered. Applicants who have not been contacted by the 25th April have not been shortlisted. Visits to the school are encouraged and can be booked via the school office (details above) and will take place on

Monday 24th March 1.30-3.30p.m.

Monday 24th March 5.00-6.00p.m.

Tuesday 25th March 9.30-10.30a.m.

Yours faithfully,

Mr D Griffiths
Headteacher