



St. Joseph's Catholic Primary School

Tel: 01372 727850

Headteacher: Mr Tim Hallett

email: info@stjosephs-epsom.surrey.sch.uk
website: www.stjosephs-epsom.surrey.sch.uk

Rosebank, West Street,
Epsom, Surrey KT18 7RT

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Dear Applicant,

Thank you for your interest in the position of **School Business Manager** at St Joseph's Catholic Primary School. If you would like to arrange a preliminary tour, please do get in touch — I would be delighted to show you around our school.

This is a key leadership role at a very exciting stage in our school's development.

In our most recent Ofsted inspection (2023), St Joseph's was once again judged to be Outstanding. Inspectors noted that "St Joseph's is a community where pupils thrive and feel safe". More recently, in September 2024, our Catholic Schools Inspection also concluded that St Joseph's is Outstanding in every area. Inspectors highlighted that "the school community goes the extra mile to provide an exceptionally supportive and joyful environment for each of its members, valuing all without exception."

Despite the financial pressures facing education nationally, we have continued to set and maintain a balanced budget year on year. Looking ahead, careful financial planning and close scrutiny of resources will be more important than ever. This presents a significant opportunity for our next School Business Manager to make a real impact — shaping how the school responds to these challenges and ensuring that we continue to provide the very best for our pupils.

The closing date for applications is Friday 28th November at midday, although early interviews may be held for exceptional candidates. Shortlisted candidates will be notified shortly afterwards, with interviews scheduled for Wednesday 3rd December (tbc).

I look forward to receiving your application.

Yours sincerely,

Tim Hallett

Headteacher

