



Glen Hills Primary School

Home of the Symphony Learning Trust

SLT Chief Executive Officer: Mr T Sutcliffe
Head Teacher: Mrs R Wesley
Deputy Heads: Miss A Smith
Assistant Head: Mrs L Onions & Ms Fatima Variava



Dear Applicant,

Thank you for your interest in the vacancy for the School Business Manager at Glen Hills Primary School. The post is part time, 30 to 37 hours per week (negotiable) all year round with an annual leave entitlement. The pay is Grade 11 – starting at £31,378 per annum (pay award pending).

Before completing your application, please take some time to consider the job description, person specification and take a look on the school and trust websites.

Please ensure that the Supporting Statement is completed on the application form. Tell us about anything you have done or skills that you have that would help you to perform this role; what are you like as a person? Why do you want to work at this school?

Shortlisted candidates will be selected on the **strength of their application form and letter** which should reflect all information provided about the post. The letter of application should refer to the job description and person specification and should also outline any previous relevant experience/suitability for the role.

The schools in our trust have high standards and aim to provide excellent education. All of our staff play an important role in ensuring our children demonstrate good behaviour and have respect for others. Our children will look to the staff to be role models for behaviour, optimism about life, support and respect. We expect that the person appointed will reflect this ethos.

Should you require any further information about the role, please telephone Lisa Watson (Finance and Ops Lead) on 01530 442483. Confirmation of appointment will be subject to a satisfactory Enhanced DBS and employment checks along with satisfactory references which support the application.

Please return your application form and letter by 9am on Monday 30th June. Please do not include Curriculum Vitae (CV) as these will not be considered. References will be obtained in advance of interviews. Interviews will be held on Thursday 3rd July.

Yours sincerely

Mrs R Wesley

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The Symphony Learning Trust is a company limited by guarantee.
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@GlenHillsSchool

