Our Ref : KB/pk

19 November 2024

**Re: School Business Manager (SEND)**

Thank you for your interest in the above vacancy at Exhall Grange Specialist School. I hope that the following information is of interest and that you decide to apply. The closing date for applications is 09.00 am on Monday 2 December 2024 and interviews will be held on Friday 6 December 2024.

Exhall Grange Specialist School is a county-wide specialist provision for pupils aged between 4 and 19. The school meets the needs of pupils who are unable to access the curriculum in a mainstream school owing to their sensory impairment or physical disabilities or the impact of long-term illness or social communication difficulties including autism.

We offer a mainstream curriculum and endeavour to break down barriers to learning. Through high quality teaching and personalised support, we aim to unlock the potential of every pupil so that they leave our school as well-rounded citizens, ready to embrace the next step of their journey.

Exhall Grange Specialist School is committed to Safeguarding Children in line with the Keeping Children safe in Education Policy September 2024, and the post holder will be subject to all of the relevant pre-employment screening checks including an Enhanced DBS with barred list check.

We are seeking to appoint a School Business Manager to oversee the leadership and management of the admin and premises team who are responsible for the financial, HR, Health and Safety and administration functions of the school.

**Successful candidates will be contacted via email where possible and references will be sought prior to interview.**

We look forward to receiving your application.

Yours sincerely,

Chart

Description automatically generated with medium confidence

Kerry Bosworth

School Business Director