

*"To provide an education for all, which has at its very heart the values and ideals of the teachings of Jesus Christ."*



# St. James' Catholic Primary School



**Headteacher: Mr G Hayes**  
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**St. James' Road,**  
**Orrell,**  
**Wigan,**  
**WN5 7AA**

September 2022

Dear Applicant

## **School Business Manager Post**

Thank you for your interest in the above post. A fantastic opportunity has arisen for someone to join our wonderful school community.

The Governors and I seek to appoint an excellent candidate to work alongside Mrs Vicki Wilson- an experienced and very high performing member of our school office staff. The successful candidate will also fulfil a crucial role as Clerk to the Governing Body.

As stated in the advertisement, there will be two opportunities for interested candidates to visit school. Please book as per the advertisement if you wish to visit school in advance of your application.

However, there is also lots of information available about the school on the school website as well as on the school Twitter account ([@orrellstjames](https://twitter.com/orrellstjames)) and these will give you a flavour for our school.

For shortlisted candidates, please note that the interview process will include both some unseen tasks as well as a formal interview.

Due to circumstances beyond our control, there is a tight turnaround on this appointment. The job is advertised to start on Monday 31<sup>st</sup> October 2022 or as soon as possible thereafter. I understand that your current notice period may mean that you cannot take up the post on 31<sup>st</sup> October and we will be understanding of that. We would however require the successful candidate to take up the post imminently after this date.

This is a key appointment for the school and I strongly urge you to apply if you feel that you meet the profile that we are looking for.

I look forward to receiving your application.

Yours sincerely  
Mr G Hayes  
**Headteacher**

