



Established in 1856

## St Peter's Church of England (VC) Primary School

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Headteacher: Mr Jim Holditch

### School's Finance Manager Position Welcome Letter

Monday 22<sup>nd</sup> September 2025

Dear Candidate,

I am glad that you are possibly interested in the position we have available at St Peter's. I hope that this letter, along with the job description and person specification, may convince you to find out more about the role and our school. Should that be the case, I would urge you to contact me so that I can discuss it at more length with you and show you around the school should you like to visit.

Unfortunately, schools like St Peter's are becoming increasingly rare. Academy chains are coming to the fore, and the number of small, traditional schools is decreasing. If you are looking for a position working for what amounts to a small corporation, with an ever-increasing budget and workforce, and a priority on finances and results, then this position is not for you. There is no corporate approach here. Our focus is on our children, and trying to manage our resources to serve them as effectively as we can, in every way we can.

We are a one form entry school. We are successful, having grown from 165 pupils some 8 years ago, to a roll of 205 now. We have been oversubscribed of late and expect to be full in the next year or so. We have a very settled and dedicated staff. We are a small family, and we try to treat all of the children as if they were our own. They matter, our staff matter, and we try to act in everyone's best interests as fully as we are able. I would urge you to visit the school website to find out about our ethos.

If you chose to join us, your immediate working environment would be in a friendly, supportive school office, with two other staff. In a small school, all of us pitch in to complete whatever roles are required and you would complete general office duties as and when required. However, we fully appreciate that you also need quiet to focus on specific responsibilities, and you also have access to dedicated office space where you can do this.

You would work closely with me, to manage the financial aspects of the school. On a strategic level, we would work together to plan the budget and the medium-term development of the school workforce and resources. School budgets have been constrained for a number of years, and we continue to work with very limited resources. You would need to appreciate that there would be times when we would



be revisiting planned budgets in order to alter them to meet the changing needs of our children.

This is an incredibly rewarding position. If you joined us, you would have a leading role in managing the operation and development of a school which serves over 200 children. We work to help them in every way we can, just as we try to help our staff to grow and improve in every way possible. You may be very experienced in school's financial management, or just beginning your career, with far less experience. No matter what your circumstances, we would try to develop your abilities so that your time here was both happy and rewarding. A school should be a place where people grow and improve; and enjoy the process whilst that happens. We would aim to do that for you, just as we do for everyone.

I hope that you are sufficiently interested in the position that you do indeed contact me to learn more about our school and this role. I look forward to hearing from you.

Best wishes

Jim Holditch