



# Woodstone Community Primary School

Heather Lane, Ravenstone, Leicestershire, LE67 2AH  
Tel: 01530 519473 email: [wpsoffice1@woodstone.leics.sch.uk](mailto:wpsoffice1@woodstone.leics.sch.uk)  
Headteacher: Mr P Mullins  
Deputy Headteacher: Miss G Clement

*Growing together, Learning forever*

1<sup>st</sup> November 2024

Dear Candidate,

## **BUSINESS MANAGER**

Thank you for your interest in this post, which will commence on Monday 3<sup>rd</sup> February 2025.

The post is to work closely with the Headteacher, Senior Leadership Team and Governors to strategically lead and manage the school in all aspects such as finance, HR, procurement, IT, GDPR, health and safety and estate management.

The hours of work are Monday to Friday 8.15am - 12.15pm then 1.15pm – 4:15pm and is paid at Grade 10, Point 23 (Actual salary £28,747).

Holidays may only take place during the school holidays. It is also expected that medical and other appointments are not arranged during working hours.

As part of our safer recruitment process, we would refer you to our school website, [www.woodstoneprimary.co.uk](http://www.woodstoneprimary.co.uk), where you will find our 'Safeguarding/Child Protection and Procedures Policy' under Key Info/Policies.

**An enhanced DBS check will be required before the successful applicant can take up this post.**

Woodstone Community Primary School is fully committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake pre-employment checks, such as an Enhanced Disclosure and Barring Service (DBS) Check.

We also seek references from current employers and will follow up gaps in employment history.

Should you wish to apply for this vacancy please submit an Application Form telling us about your background, qualifications and suitability for the job. Submit the Application Form online to [wpsoffice1@woodstone.leics.sch.uk](mailto:wpsoffice1@woodstone.leics.sch.uk), by post or handed into the school office.

The closing date for applications is **12 noon on Monday 25<sup>th</sup> November**. It is anticipated that selection tasks and an interview will take place on **Monday 9<sup>th</sup> December**.

All candidates should make sure that they refer to the person specification when completing their application form.

We look forward to receiving your application.

Yours sincerely,

Patrick Mullins  
Headteacher