



Headteacher

Mr Richard Catchpole BSc (Hons) PGCE NPQH

5th March 2024

Position of School Business Manager at Busbridge C of E Aided Junior School

Dear Applicant,

Thank you for your interest in this position at Busbridge Junior School. This is an important role for the school, and as a member of the school's Senior Leadership Team, you will have the opportunity to participate and lead many school improvement projects, with the support of our fantastic Governors Resources Committee.

We are a happy and welcoming school in a lovely part of Godalming. Our school has spacious grounds with plenty of outdoor areas, including our school pond and field for children to explore. We are able to make use of our facilities to offer lots of sporting opportunities for our children. Excitingly, we completed the installation of a brand new multi-use games area for the school in September 2023.

Our school promotes a love of learning, via an engaging and varied curriculum. As well as our academic learnings, we also know how to have fun as a school too. We hold an annual whole school beach trip to West Wittering, and a Pet Day, where the whole school community (staff too) are invited to bring their pets into school. Other summer term activities include two planned Double Days (off curriculum mixed age days with activities including cookery, art and scrapbooking, as well as Sports Day and a plethora of other sporting events.

As well as our successful teaching and learning, the other factor which makes Busbridge special is our wonderful staff. We have a team of happy, engaging and motivated staff, who strive to get the best for all of our pupils. Busbridge is a rewarding and happy place to work. Our senior leadership team are committed to providing continued professional development for all staff. We can offer:

- Free onsite parking
- Nutritious and tasty school lunches (chargeable at £2.70 per day)
- A high level of continued professional development (new to role School Business Manager's would be placed on a full training package with Strictly 4S, our education consultants).
- Professional and positive work colleagues
- Well behaved and respectful pupils

We hope you will feel motivated to apply for this role at our school and I look forward to meeting you during the recruitment process.

Yours sincerely,

Richard Catchpole

Headteacher