



HORRINGTON PRIMARY

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Headteacher: Mrs Julie Williams



October 2015

Dear Applicant

School Business Manager (22.5 hours per week across 3 days) 40 weeks per year

Thank you for expressing interest in the above post, please find herewith the Person Specification, Job Description, Application Form and Medical Form. We would appreciate a short covering letter with your application form to outline the experience and skills you are able to offer in support of the role.

As you will have seen from the advertisement closure for applications is Monday 16th November at 5pm with interview dates in the week beginning 23rd November.

Should you have any questions regarding the post, a visit to the school or the interview process please contact the school. Please note: the school office will be closed for half term in the week beginning 26th October. Messages can be left on the answerphone and application forms can be posted or emailed to the school.

Yours sincerely

JULIE WILLIAMS
Headteacher